

Missouri First Steps Training Manual

Child Care Management



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Overview

Welcome to the Missouri First Steps Training Manual. The purpose of this manual is to provide you with a powerful training tool that can be used to gain an understanding of the Child Care Management module of the Missouri First Steps web application. This manual has been compiled from the How Do I help topics included as part of the Missouri First Steps online help system. Each of these topics includes a step-by-step exercise that walks you through a specified task. And, because this manual is compiled from help topics included in the Missouri First Steps web application, you can access the appropriate exercises online whenever you are using the application.






The exercises included in this manual will show users how to view, create and update information within various parts of the Child Care Management module of the Missouri First Steps web application. This manual is intended to help users gain a general understanding of the application, yet it is not a compilation of all the tasks that can be performed within the application. To view a list of all tasks that can be performed, access the online help function and click the How Do I button.

As you can see, this manual is an excellent resource for learning the processes and procedures that you'll be using every day. The manual is divided into a few distinct areas. Take a minute to look at the Table of Contents and flip through the manual to familiarize yourself with the information it holds so that the next time you need a piece of information quickly, you'll know where to find it.

Getting Started

Navigating Help

Within the help system, navigation buttons are displayed in the panel along the top of the web page. The following list describes each of the navigation buttons:

- Click the  **Contents** button to access the help system's table of contents.
- Click the  **Index** button to access the help system's index.
- Click the  **Search** button to access the help system's search function.
- Click the  **Glossary** button to access the help system's glossary of terms.
- Click the  **How Do I** button display a list of all How Do I topics within the help system.

The Contents, Index, Search, and Glossary functions are displayed in a pane on the left-hand side of the help system web page. The How Do I List is the only exception- it is displayed in this pane on the right-hand side of the web page.




To navigate to a previously displayed help topic click the web browser's **Back** button. For more information on navigating web pages, refer to your web browser's help file.

To print the currently displayed help topic, click the web browser's **Print** button. For more information on printing web pages, refer to your browser's help file.


Find a Help Topic

Use this exercise to find a help topic quickly and easily within the help system. There are four unique ways of locating a help topic. Use the method that you find most useful.



Complete the following steps to find a help topic using the table of contents:

1. Click the  **Contents** button to display the help system's table of contents panel on the left-hand side of the web page.
2. Browse through the help topics, displayed by category.
3. Click a book  to display the help topics it contains.
4. Click a page  to display a selected help topic.


Complete the following steps to find a help topic using the index:



1. Click the  **Index** button to display the help system's index panel on the left-hand side of the web page.
2. Browse through the keywords, listed alphabetically. **OR** Type a keyword or phrase in the text box to highlight a specific help topic.
3. Click a keyword in the index to display the help topic.

Complete the following steps to find a help topic using the search:

1. Click the  **Search** button to display the help system's search panel on the left-hand side of the web page.
2. Type a keyword or phrase in the text box.
3. Click the  button to begin the search.
4. Browse through the list of returned topics, sorted alphabetically.
5. Click a topic in the list to display a selected help topic.

Complete the following steps to find a How Do I help topic using the How Do I List:

1. Click the  **How Do I** button to display the help system's *How Do I List* on this side of the web page.
2. Browse through the list of topics, displayed alphabetically.
3. Click a topic in the list to display the selected help topic.


 **Note:** When you have found the help topic you were looking for using one of the methods listed above, you can click on the  button to hide the left-hand panel. This is displayed if using Microsoft Internet Explorer. Closing this frame is not allowed in Netscape.

Data Access Overview

Understanding User Roles

The five main roles utilized by the Child Care Management (CCM) Security System are as follows:

- **Case Administrator** – Assigned to specific Admin Locations
- **Intake Coordinator** – Assigned to specific Admin Locations and assigned to Child Records as of current date
- **Service Coordinator** – Assigned to specific Child Records as of current date
- **IFSP Team Member** – Assigned to specific Child Records as an active IFSP Team Member as of current date
- **Service Providers** – Assigned to specific Child Records via active authorization as of current date

 **Note:** Each user who is enrolled to access the CCM system is assigned a role. The role assigned to the user determines which child records and pages the user will have access to within the web-based system. The role assigned to the user works in combination with the E.I. Status of the child's records, the child's Enrollment status and Admin Location of each child's record.

Early Intervention Child Record Status

The Early Intervention (E.I.) Status represents where the child's record is in the First Step's program process. The child record statuses defined are Referral, Initial Parental Consent, Eligibility and IFSP.

- Referral indicates the child was referred to the program, the referral was accepted by the location and a new child's record was established. The record remains in referral status until the parents either approve or decline participation of their child in the First Steps program.
- Initial Parental Consent indicates the family was contacted, Intake information was gathered and the family has consented to proceed with First Steps eligibility determination. The record remains in this status until the child's program eligibility is determined.
- Eligibility status indicates the child has been found eligible for the First Steps program. The child remains in the eligible status until the initial Individualized Family Service Plan (IFSP) Team Meeting is finalized.
- IFSP status indicates that the initial IFSP meeting was held and finalized. Team Meeting indicators display the current meeting status.
- Enrollment Ended status indicates the child's enrollment period was ended and the child is no longer an active participant in the program.

CCM User Security Overview

The security for the CCM system combines the child's E.I. Status with the Role assigned to the user. Some users may have multiple roles. Depending on the child's E.I. Status as of the current date; at different times one role may override another role.

An example of this will be those users who are Family Service Coordinators. The security account for those users will have both the role of Intake Coordinator and Service Coordinator assigned to them. The user will be assigned to the child's record as both the Intake and Service Coordinator. The role of Intake will allow the user to access the child's record from the time they are assigned at referral (Referral Status) until the Initial IFSP meeting is finalized (IFSP Status). At IFSP Status the user will access the child's record as the assigned Service Coordinator until the child's enrollment is ended or until another Service Coordinator is assigned. The role transition will be transparent to the user.

Page and Program Edits

Edit types found in the system are either page or program edits. Each web page contains data entry fields, and the data elements that are to be saved by the CCM system. The users of the system gather and enter data as it is acquired, in any order they choose.

If a required field on a page is left blank and the user saves the record, an error message is displayed informing the user of the error. This is known as a Page edit. Page edits are for those fields that are required by the system to store a new or updated record to the database.

Once the user has entered the child's information and wants to move the child's record to the next E.I. Status, and then the user may select to run the Program Edits. Program Edits are run by the system at the time specified by the user. Program Edits are run to check the child's record for data elements required by program compliance. Errors found on the child record are displayed on a data edit error page. The bottom of the page contains a list of the error and a link for the user to access the page and correct the error. When corrections are completed, the user may re-run the program edits and the child's status is updated to the next level, once the edits are passed successfully.

Tab and Page Access

Each child's record contains main tabs, which allow access to pages or sub tabs associated with the main tab. Main tab and specific page access is allowed to different users at varied points in time on each child's record. There are times when a page will be view only vs. a page that can be updated or modified. The main tabs allow access to functions within the system.

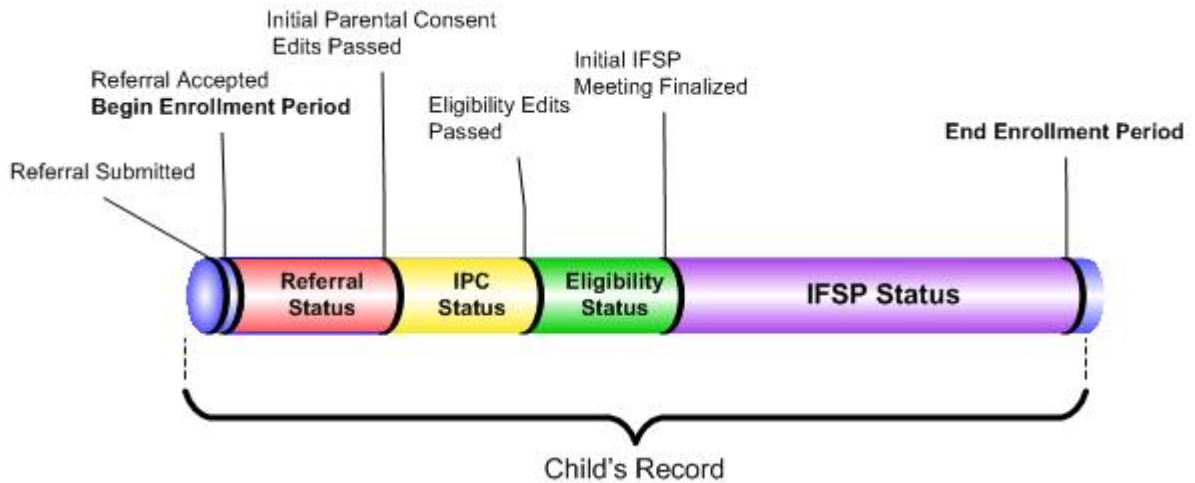
The main tabs for Child Care Management are displayed below.



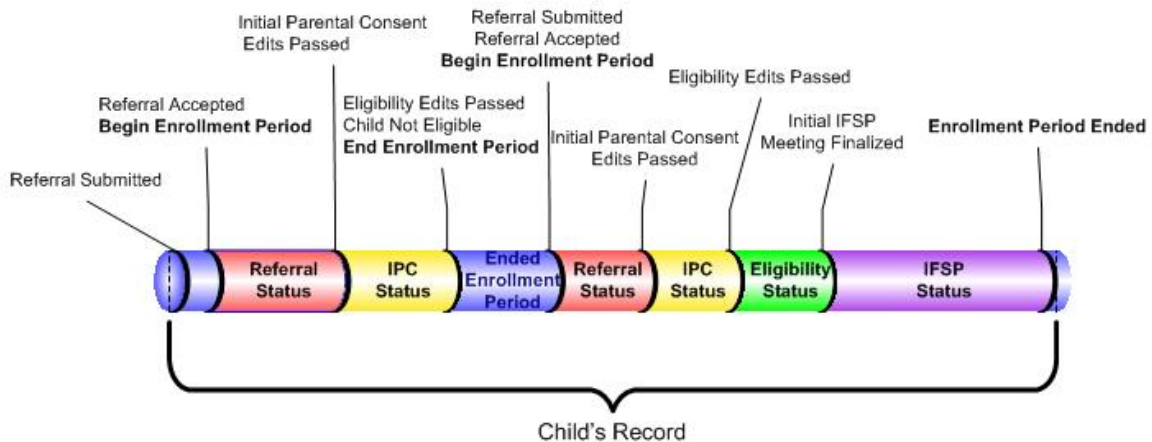
The main tabs accessible to the user are based on the child's E.I. Status and the role assigned to the user.

Early Intervention (E.I.) Status

The Early Intervention (E.I.) Status reflects what process the child's record is currently in. The illustration below demonstrates a single child who is referred and remains in the program until age three. Once the child reaches the IFSP status, the record remains in E.I. Status until the current enrollment period ends.



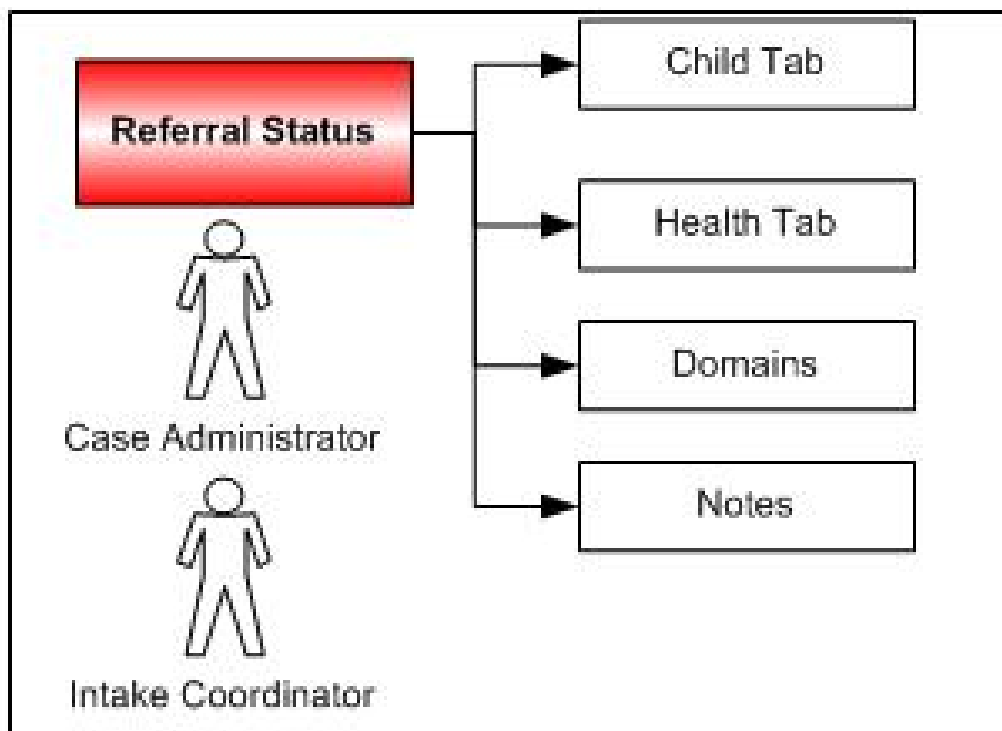
Children that enter and exit the program more than once will maintain the same record, but the record will contain multiple enrollment periods. When an enrollment period ends, a “new” referral is required to start the new enrollment period. The child's E.I. Status will begin with each enrollment period. The E.I. Status will progress as before, as the record passes the program edits. This is demonstrated in the following illustration:



Referral Status

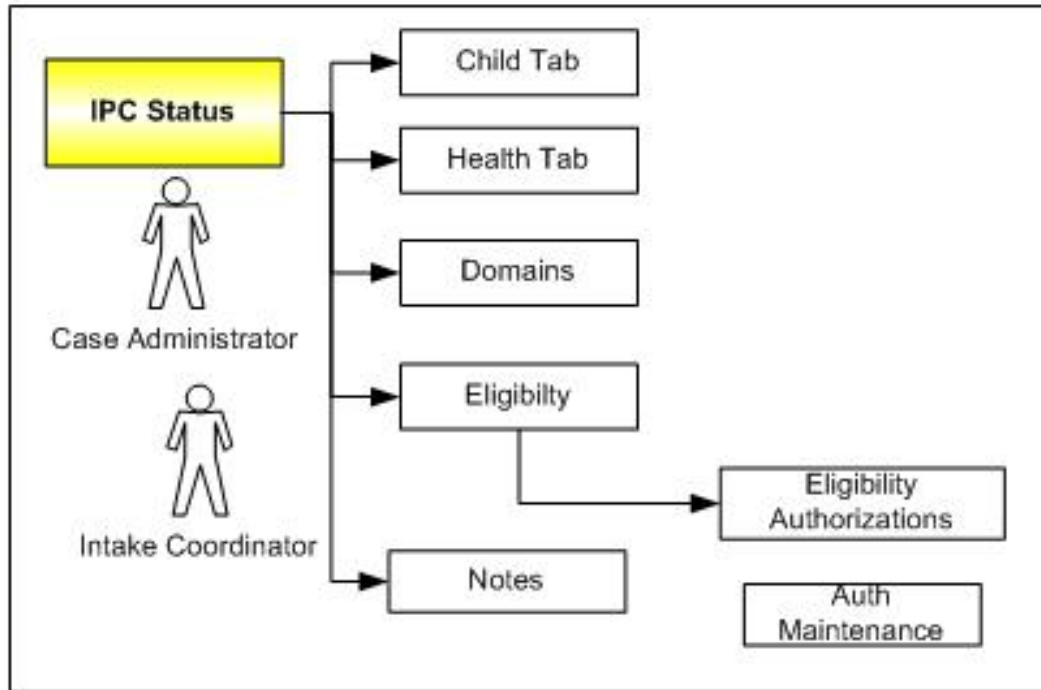
Access to the main tabs contained in the child's record and how they correlate to the E.I. Status and the user's system-assigned role are explained in this section. The examples contains the role of the user who may access the record and the main tabs that are available to the user at a specific point in time based on the child's E. I. Status.

When a child is initially referred and accepted into the system, the record is considered in Referral Status. While the child's record is in referral status the Case Administrator and the Intake Coordinator have write access to the child's record. The Intake Coordinator must be assigned to the child's record. The child's record is assigned to the Admin Location for the Case Administrator.



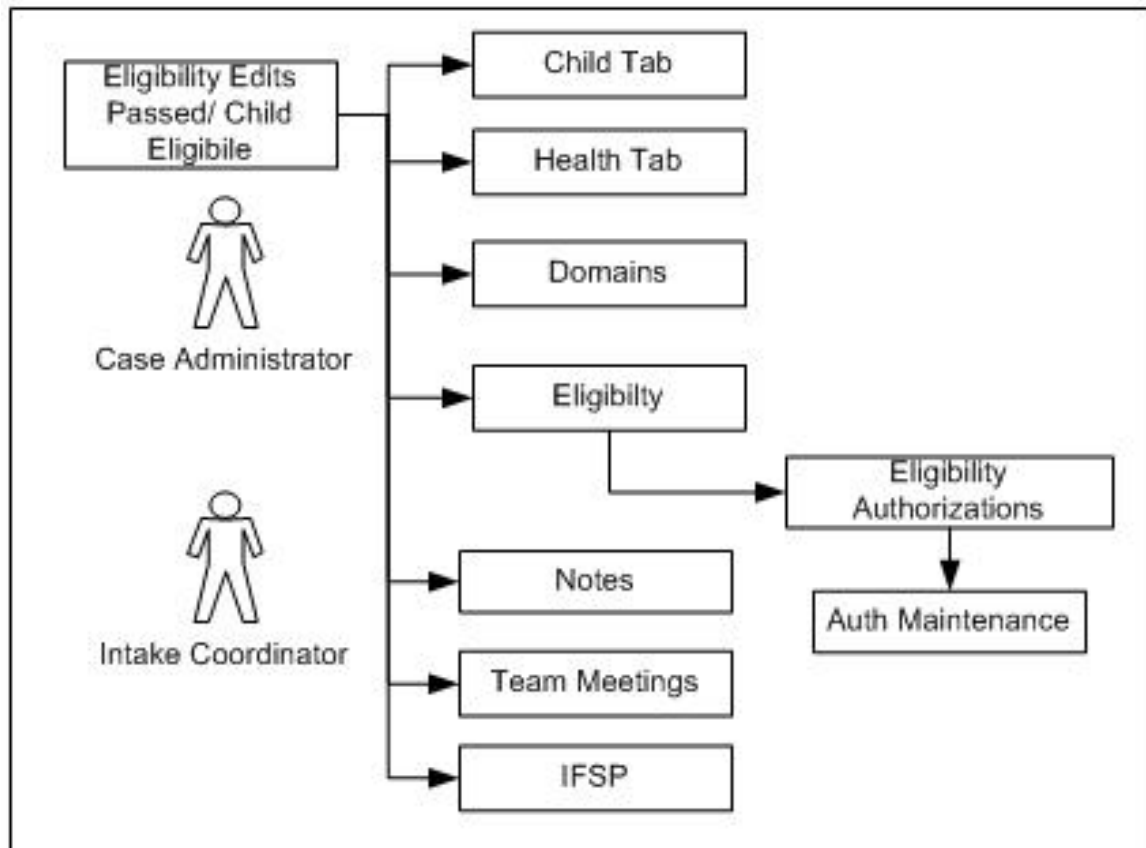
Initial Parental Consent (IPC) Status

When the Initial Parental Consent (IPC) edits have been passed, the child's record moves from Referral Status to IPC Status. While in IPC status, the Case Administrator for the child's records assigned to the admin location and the assigned Intake Coordinator have write access to the child's record. The Eligibility main tab is now available.



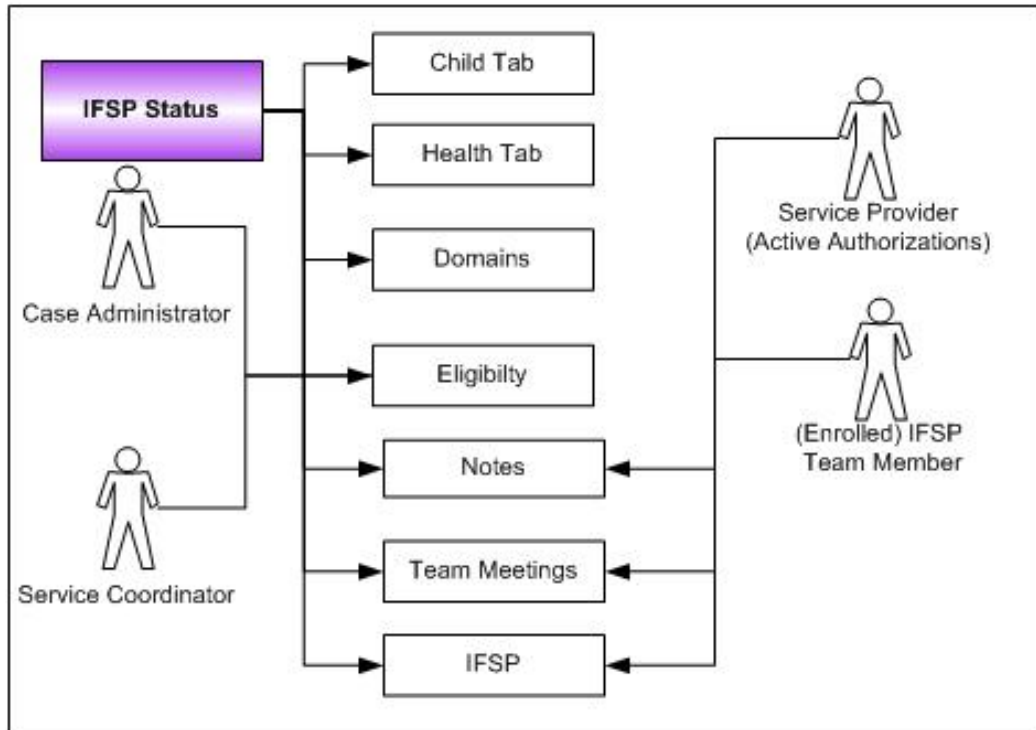
Eligibility Status

If the child is determined eligible, the Case Administrator and Intake coordinator assigned to the child's record have write access to the child's record. Team Meetings and IFSP main tabs are now available to the Case Administrator and Intake Coordinator users.



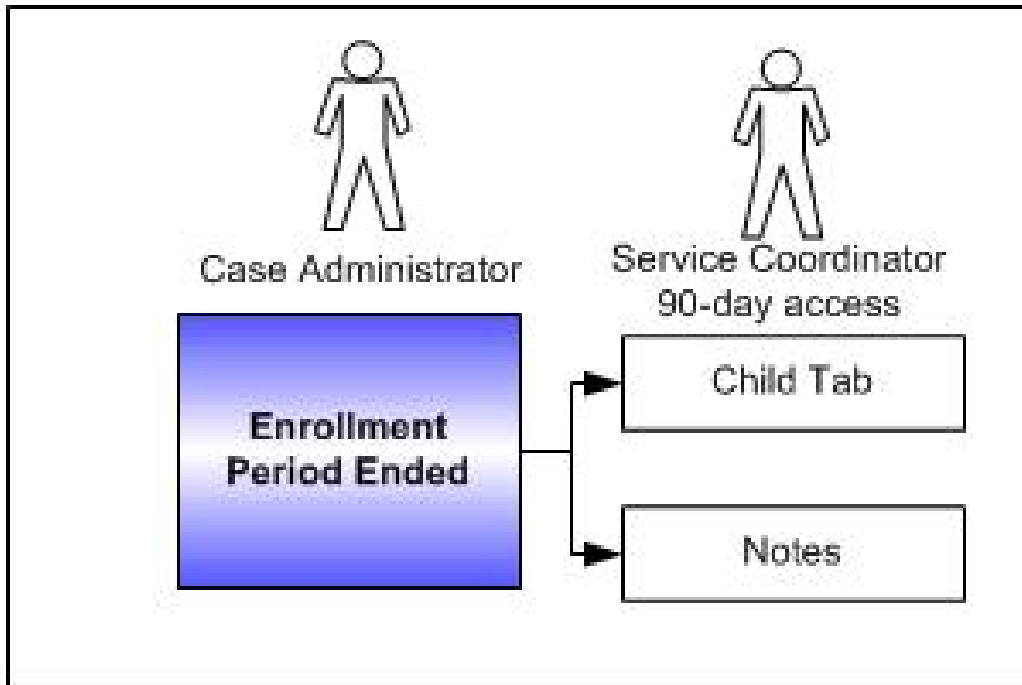
IFSP Status

IFSP Status indicates that the Initial IFSP team meeting is finalized (completed). The child remains in the IFSP status until the child's enrollment is ended. The Service Coordinator has write access to the child's record. Service Providers may view the IFSP information, the Child Detail Page and enter Provider Progress Notes as long as they have active authorizations on the child's record. Active IFSP team members may view the IFSP data and the Child's Detail page.



Ended Enrollment

Once the Enrollment period has ended, the Case Administrator is the only user allowed access to the child's record. The Service coordinator assigned to the child's record when the enrollment was ended is allowed access up to 90 days.



The Home Page

Each user logged into the system will have a corresponding Home page that contains lists of child data based on their user information. The "list" links only display if pertinent child records were found for the user. Below is an example view of the Home page.



Tip: The image above depicts “total” and “possible” records. Total indicates that only one count of the records exists. Possible indicates that there are XX (number of) possible records in either list, and that there are two or more filtered lists that contain counts to help you get an exact count.

If a list item does not contain any child records, the list link is not displayed to the user. Items displayed in red are higher priority list items. The user may select the list link and the list details are displayed.

Possible list data may include the following:

- Children Exceeding 45-days Referral
- Meetings Over due but not scheduled
- Children Transferred/Needing Assignment
- Child Records Needing Update
- Eligibility Edits Required
- Team meeting Finalization Required
- Parental Consent Edits Required
- Case Note Follow-Up
- Progress Notes Pending Review
- My E.I. Kids
- Children In 45-Day Referral
- Children Needing Enrollments Ended
- Upcoming Meetings Scheduled
- Meetings Scheduled but Not Ongoing

The Child Care Management Menu

Location Administration – This menu option accesses a sub-menu that contains the Lapsed ISFP sub-menu option. This menu option is available only for those users with the role of Case Administrator.



Referral – This menu option accesses a sub-menu that contains the New Referral (Internal) and the Referral Processing options. These sub-menu options are available to the Case Administrators and Intake Coordinators.



Search – This menu option accesses a sub-menu that contains the three search options available to the user, Child, Provider, and Unattached Referrals. Most users will have the Child search sub-menu option available. The Unattached Referrals sub-menu option is only available for Intake Coordinator and Case Administrator roles.



Search

Search for a Child's Record

Use this exercise to search for a child's record within the database.

Complete the following steps to finish this exercise:

1. On the **Child Care Management** pull-down menu, select the **Search** menu option. A sub-menu displays.
2. Select the **Child** sub-menu option. The [Child Search](#) page displays.

SearchChild - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print

Child Search

SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Search Criteria

To perform a search select a search option, enter the search criteria and then select the **Search** button.

☐ **Child ID**

☐ **Child Name**

Back Search

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Tip: Some of the fields on the [Child Search](#) page allow the entry of partial information to help you narrow your search.

3. Select the appropriate radio button and enter filter criteria in the following fields as necessary to perform a search:
 - Child ID (a complete child ID number must be entered)
 - Last Name (a minimum of 2 characters must be entered to perform a search by last name)
 - First Name (a search cannot be performed by entering only a child's first name)

4. Click **Search** to perform a search based on the specified filter criteria.
The [Child List](#) page displays.

ChildList - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

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Child List

SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Search Filter

☒ Show Active Only ☐ Statewide

Child List


Detail	▲ Last Name	First Name	Child ID	DOB	Gender	Status	County	Location Description	Referral Date
	Becky	Child	100010062	04/01/2005	Female	Active	Johnson	Admin 1000	05/11/2005



1 records

Back

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Tip: Under **Search Filter**, Case Administrators can clear the **Show Active Only** check box to display both active and inactive child records in the **Child List** table. This option is only available only for Case Administrators. Selecting the **Statewide** check box displays statewide child records (that match the search criteria entered) in addition to local child records. When the **Statewide** option is not selected, the list contains child records for the current admin location only. When the **Statewide** option is selected, the list displays all other records that matched the filter criteria and excludes those records for the current admin location. The **Detail** link is available for statewide records. When either check box is selected or cleared, the information displayed in the **Child List** table is refreshed.

5. In the columns of the **Child List** table, view the following information for each child record displayed:
- Detail (click the  icon to display detailed child information)
 - Last Name
 - First Name
 - Child ID
 - DOB
 - Gender
 - Status
 - County
 - Location Description
 - Referral Date

 **Tip:** You can change how the information in the **Child List** table is sorted and displayed by clicking on the column headings. You can click the  icon in the **Detail** column to view detailed child information. The [Child Detail](#) page displays when clicked.

Search for a Provider's Record

Use this page to perform a search and filter the list of providers that display on the [Provider List](#) page.

Complete the following steps to finish this exercise:

1. On the **Child Care Management** pull-down menu, select the **Search** menu option. A sub-menu displays.
2. Select the **Provider** sub-menu option. The [Search Provider](#) page displays.

Search Provider - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail

Search Provider

SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Search Criteria

To perform a search, enter the search criteria and then select the **Search** button.

Provider Account Id

Provider Last Name

Provider First Name

Billing Entity Name

Zip

County

Specialty

Back Search

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Tip: Some of the fields on the [Search Provider](#) page allow the entry of partial information to help you narrow your search.

3. Enter or select information in one or more of the following fields to perform a search:
 - Provider ID (a complete provider ID number must be entered)
 - Provider Last Name (a minimum of 2 characters must be entered to perform a search by last name)
 - Provider First Name
 - Billing Entity Name (a minimum of 2 characters must be entered to perform a search by billing entity name)
 - Zip
 - County (selected by [County Search](#))
 - Specialty
4. Click **Search** to perform a search based on the specified filter criteria.
The [Provider List](#) page displays.


The screenshot shows a web browser window titled "Provider List - Microsoft Internet Explorer provided by Covansys". The page is titled "Search Provider" and is for "SPOE1000 Admin". It has a navigation bar with links: Home, Child Care Management, User Options, Help, Logoff, and Site Map. The main content area is titled "Provider List" and displays a table of providers. The table has columns: Detail, Last Name, First Name, Provider Account #, Specialty, Billing Entity, and County. There are 8 rows of data, all showing "ABA Implementor" as the provider type and "EI Agency" as the billing entity. At the bottom of the table, it says "192 records". There is a "Back" button below the table. The footer of the page includes "Ver: 1.99", "Copyright © 2004 Missouri Department of Elementary and Secondary Education", and a "Privacy Policy" link.



Detail	Last Name	First Name	Provider Account #	Specialty	Billing Entity	County
	ABA Implementor	Provider	000010403-0000	ABA Implementor	EI Agency	
	ABA Implementor	Provider	000016204-0000	ABA Implementor	EI Agency	
	ABA Implementor	Provider	000017502-0000	ABA Implementor	EI Agency	
	ABA Implementor	Provider	000018702-0000	ABA Implementor	EI Agency	
	ABA Implementor	Provider	000019807-0000	ABA Implementor	EI Agency	
	ABA Implementor	Provider	000020108-0000	ABA Implementor	EI Agency	
	ABA Implementor	Provider	000021408-0000	ABA Implementor	EI Agency	
	ABA Implementor	Provider	000022902-0000	ABA Implementor	EI Agency	

1 2 3 4 5 > >| 192 records

Back

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5. In the columns of the **Provider List** table, view the following information for each provider record displayed:
 - Detail (click the  icon to display detailed provider information)
 - Last Name
 - First Name
 - Provider Account #
 - Specialty
 - Billing Entity
 - County

 **Tip:** You can change how the information in the **Provider List** table is sorted and displayed by clicking on the column headings. You can click the  icon in the **Detail** column to view detailed provider information. The [Provider Account Detail](#) page displays when clicked.

Search for an Unattached Referral

Use this exercise to search for an unattached referral within the database, and attach the referral to the child's record.

Complete the following steps to finish this exercise:

1. On the **Child Care Management** pull-down menu, select the **Search** menu option. A sub-menu displays.
2. Select the **Unattached Referrals** sub-menu option. The [Unattached Referral Search](#) page displays.

Tip: Some of the fields on the **Unattached Referral Search** page allow the entry of partial information to help you narrow your search.

3. Under **Primary Search Criteria**, enter filter criteria in the following fields as necessary to perform a search:

- Child Last Name
- Child First Name
- Referral Type

Note: A search cannot be performed using a child's first name without also using a child's last name. If an entry is not made in **Child First Name** or **Child Last Name**, a selection is required in **Referral Type**.

4. Under **Optional Search Criteria**, enter filter criteria in the following fields as necessary to perform a search for referrals made within a specified date range:

- Referral Date
- To

Note: A search can be performed without specifying any search criteria, primary or optional. If no criteria are specified, all unattached referrals will be displayed on the [Unattached Referral List](#) when **Search** is clicked.

5. Click **Search** to perform a search based on the specified filter criteria. The [Unattached Referral List](#) page displays.

Unattached Referral List

SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Select	Last Name	First Name	DOB	Gender	Status	County	▲ Referral Date	Detail
<input type="radio"/>	Karen	Child	02/01/2005	Female	Accepted	Jackson	05/10/2005	

1 records


Attach Referral

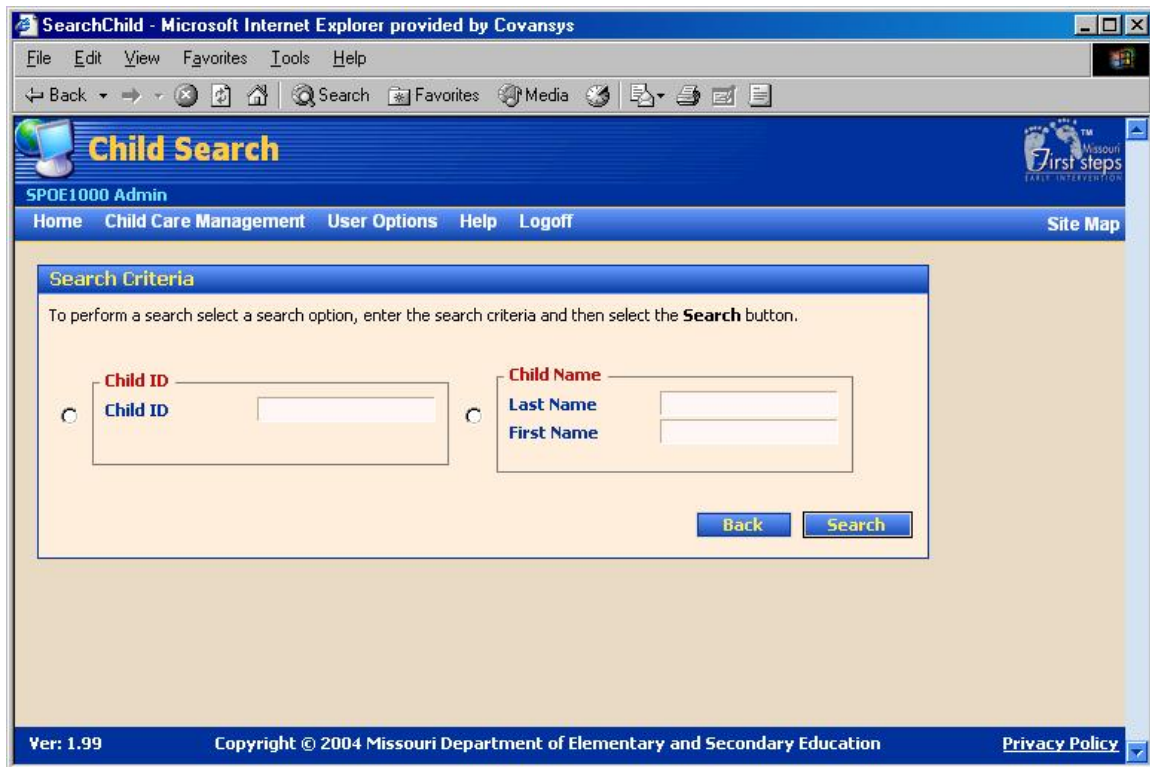
Child ID * Child Name

Current Enrollment To ☐ Attach Referral and Open Child's Record

Reset Back Attach Referral

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6. Select the radio button in the **Select** column of the **Unattached Referral List** table to select a specific referral to be attached to a child's record.
7. Click the  icon next to **Child ID**. The [Child Search](#) page displays.



SearchChild - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

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Child Search

SPDE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Search Criteria

To perform a search select a search option, enter the search criteria and then select the **Search** button.

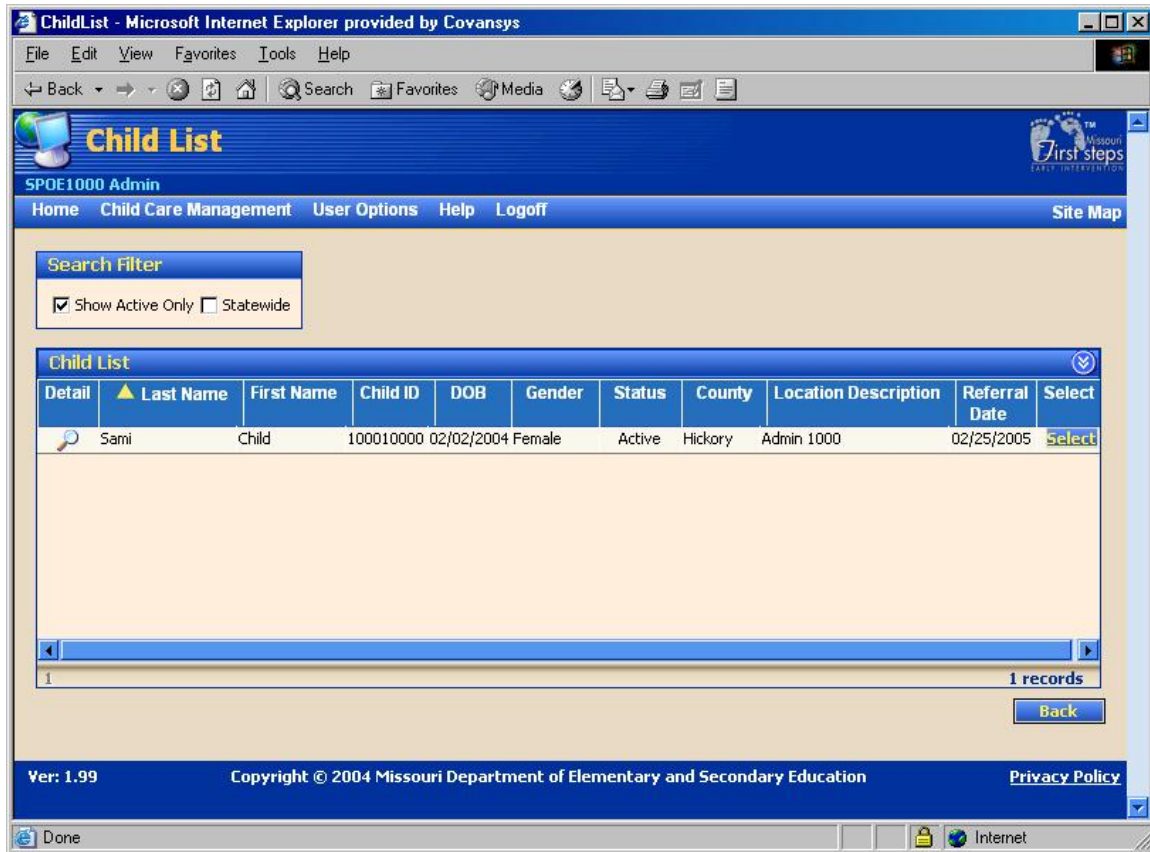
☐ **Child ID**
 Child ID

☐ **Child Name**
 Last Name
 First Name


Back Search

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8. Select the appropriate radio button and enter filter criteria in the following fields as necessary to perform a search:
 - Child ID (a complete child ID number must be entered)
 - Last Name (a minimum of 2 characters must be entered to perform a search by last name)
 - First Name (a search cannot be performed by entering only a child's first name)
9. Click **Search** to perform a search based on the specified filter criteria. The [Child List](#) page displays.



10. Click the link in the **Select** column to select the child to which the referral will be attached. The [Unattached Referral List](#) page displays.

 **Tip:** Once the [Unattached Referral List](#) page displays, information specific to the child selected is displayed in the **Child ID**, **Child Name**, and **Current Enrollment** fields. This information is read-only and cannot be changed.

11. Select the **Attach Referral and Open Child's Record** check box as necessary to display the [Child Detail](#) page for the child after the Attach Referral process is complete.
12. Click **Attach Referral**.

Referrals

There are three types of referrals for the online system. Once the referral is submitted, a backend process will deliver the referral to the appropriate Admin Location's referral queue – waiting for review. The admin location will review the referral data and process valid referrals into the Child Care Management system.

Referral Types

- **NICU** – Hospitals with Neonatal Intensive Care Units (NICU) referring to the program will use the same access as the public. They will select the Neonatal Intensive Care Unit link. A page is displayed requesting an Access Code. Once the user supplies the access code, the NICU referral form is available to submit a referral.
- **Internal** – Referrals created by users logged into the system. These referrals are not processed but automatically accepted into the database after the detect duplicates process completes.
- **Online** – Referrals received from the public using the website. The public may submit a referral for any child into First Steps program as long as the referring source meets the state's requirements. The Online referral form is available to the public from the First Steps for the Family page.

Enter a NICU Child Referral

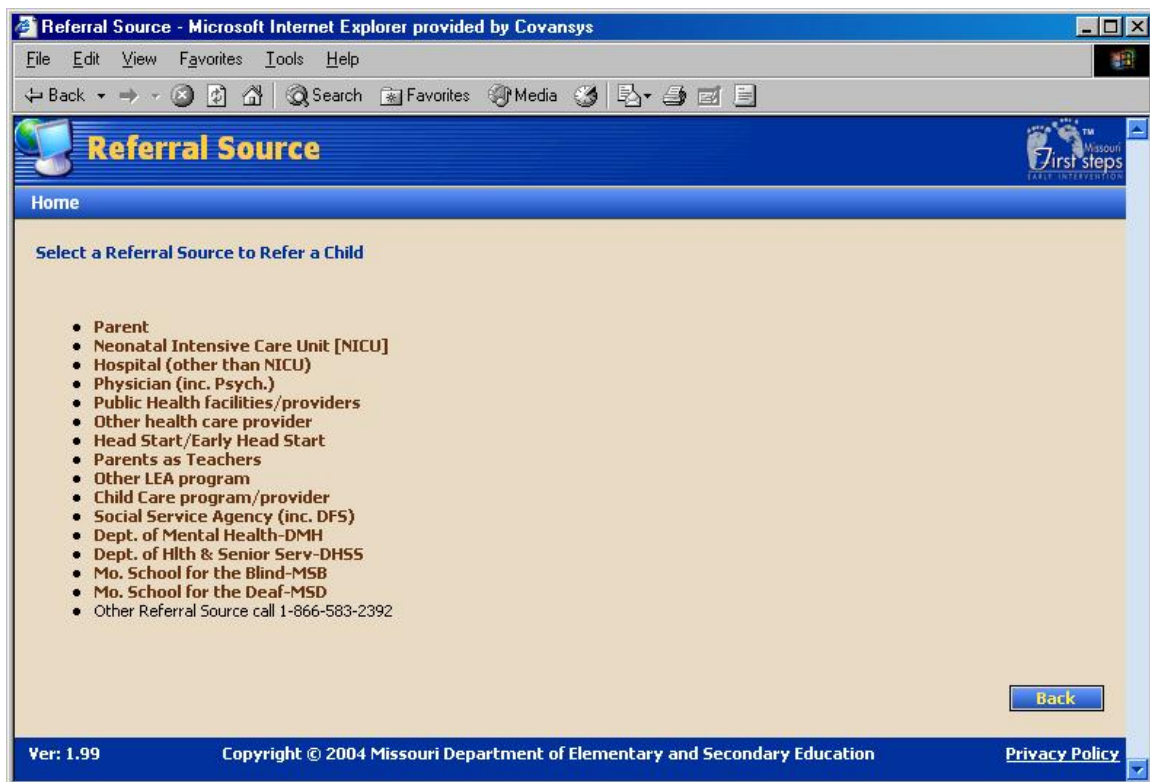
Use this exercise to complete the NICU referral process for a child.

Complete the following steps to finish this exercise:

1. On the Home page, click the **First Steps for the Family** link. The [Missouri First Steps – Family](#) page displays.



2. Select the **Refer A Child** link. The [Referral Source](#) page displays.



3. On the [Referral Source](#) page, select a NICU referral source under **Select a Referral Source to Refer a Child** button. The [NICU Access](#) page displays.

NICU Access - Microsoft Internet Explorer provided by Covansys

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NICU Referral

Home

Access

Access Code *

Reset Back Next

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4. Enter the state-provided NICU **Access Code**. The [Child Referral](#) page displays.

Referral NICU - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media

NICU Referral

Home

Child

Last Name * First Name

Date of Birth * Gender

Birth Weight(Grams) * Gestational Age(Weeks) *

County of Residence *

Contact Person For Child

Last Name * First Name

Address Relationship to Child *

City Phone *

State Zip Email

Reset Back Next

*-indicates required information

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5. Complete the following information under **Child**:
- Last Name (a minimum of 2 characters is required)
 - First Name

- Date of Birth
- Gender
- Birth Weight (Grams)
- Gestational Age (Weeks)
- County of Residence

6. Complete the following information under **Contact Person for Child:**

- Last Name (a minimum of 2 characters is required)
- First Name
- Address
- City
- State
- Zip
- Relationship to Child
- Phone
- Email

7. Click **Next**. The [Referral Information](#) page displays.


The screenshot shows a web browser window titled "Referral-NICU - Microsoft Internet Explorer provided by Covansys". The browser's address bar and menu bar are visible. The page has a blue header with the text "NICU Referral" and a logo for "Missouri First Steps EARLY INTERVENTION". Below the header, there is a "Home" link. The main content area is titled "Referral Information" and contains several form fields. The "Referral Completed by" section includes fields for "Referral Completed by" (marked with a red asterisk), "Phone" (marked with a red asterisk), "Email", "Fax", and "Referring Physician Name" (marked with a red asterisk). There are also radio buttons for "Family informed of this referral?" (Yes/No) and "Is Child Hospitalized?" (Yes/No). The "Referral Reason" section includes checkboxes for "Medical condition associated with Mental Retardation/Developmental Disability exists.", "Very low birth weight AND one or more of the following conditions exists.", "Intra-cranial Bleeds. (Grade II, III, IV)", "Apgar of 6 or less", "Ventilator or CPAP dependent for 72 hours or more", and "Asphyxiation". Below this, there are fields for "ICD9" (marked with a red asterisk) and "DX Description". A large "Comments" text area is at the bottom. At the bottom of the form, there are "Reset", "Back", and "Next" buttons. A legend at the bottom left states "* indicates required information". The footer of the page includes "Ver: 1.99.0601", "Copyright © 2004 Missouri Department of Elementary and Secondary Education", and a "Privacy Policy" link.

8. In **Referral Completed by**, enter the name of the person who completed the referral. At least two characters must be entered in this text box.

9. In **Email**, enter the current email address for the person who completed the referral. You can enter up to 50 characters digits in this text box. A valid email address format must be entered.
10. In **Phone**, enter the primary telephone number for the person who completed the referral. You can enter up to 25 numeric digits in this text box.
11. In **Fax**, enter the fax number for the person who completed the referral. You can enter up to 25 numeric digits in this text box.
12. In the **Hospital** drop-down list, select the name of the hospital that referred the child.
13. In **Referring Physician's Name**, enter the first and last name of the physician that referred the child. You can enter up to 65 characters in this text box.
14. In **Family Informed of this Referral**, select the **Yes** radio button or the **No** radio button to indicate that the child's family has been informed of the child's referral. This is required information.
15. In **Is Child Hospitalized?**, select the **Yes** radio button or the **No** radio button to indicate that the child is currently hospitalized.
16. Under **Referral Reason**, select one or more of the following check boxes as necessary to indicate the reason for the child's referral:
 - Medical Condition Associated with Mental Retardation/Developmental Disability Exists

AND/OR

- Very Low Birth Weight and One or More of the Following Conditions Exist:
 - Intra-cranial Bleeds (Grade II, III, IV)
 - Apgar of 6 or Less
 - Ventilator or CPAP Dependent for 72 Hours or More
 - Asphyxiation

 **Note:** If the **Very Low Birth Weight and One or More of the Following Conditions Exist** check box is selected, at least one of the options below it must be selected.

17. In **ICD9**, enter a valid ICD9 code for the child. You can enter up to 10 characters in this text box (the system will validate the DX code when saved).
18. In **Comments**, enter any additional comments relevant to the reason for the child's referral. You can enter up to 250 characters in this text box. If

none of the **Referral Reason** check boxes are selected, this is required information.

19. Click **Next**. The [Primary Medical Care Provider](#) page displays.


The screenshot shows a web browser window titled "ReferralNICU_PMCProvider - Microsoft Internet Explorer provided by Covansys". The browser's address bar and menu bar are visible. The page has a blue header with the "NICU Referral" logo and a "Home" link. The main content area is titled "Primary Medical Care Provider" and contains a form with the following fields: Last Name, First Name, Address (two lines), Phone, Mobile Phone, City, Fax, State, Zip, and Email. At the bottom of the form are three buttons: "Reset", "Back", and "Submit". The footer of the page includes the version number "Ver: 1.99.0601", the copyright notice "Copyright © 2004 Missouri Department of Elementary and Secondary Education", and a link to the "Privacy Policy".

20. In **Last Name**, enter the last name of the child's primary medical care provider. You can enter up to 40 characters in this text box.
21. In **First Name**, enter the first name of the child's primary medical care provider. You can enter up to 25 characters in this text box.
22. In **Address**, enter the primary medical care provider's street address information. You can enter up to 50 characters in each of the two address text boxes available.
23. In **City**, enter the name of the city in which the primary medical care provider practices. You can enter up to 40 characters in this text box.
24. In **State**, enter the abbreviation of the state in which the primary medical care provider currently practices. You can enter up to two characters in this text box.
25. In **Zip**, enter the Zip code in which the child's primary medical care provider currently practices. You can enter up to twelve numeric digits in this text box.
26. In **Phone**, enter the primary telephone number for the child's primary medical care provider. You can enter up to 25 numeric digits in this text box.

27. In **Mobile Phone**, enter the cellular telephone number (or mobile telephone number) for the child's primary medical care provider. You can enter up to 25 numeric digits in this text box.
28. In **Fax**, enter the fax number for the child's primary medical care provider. You can enter up to 25 numeric digits in this text box.
29. In **Email**, enter the current email address for the contact person. You can enter up to 50 characters digits in this text box. A valid email address format must be entered.
30. Click **Submit**.

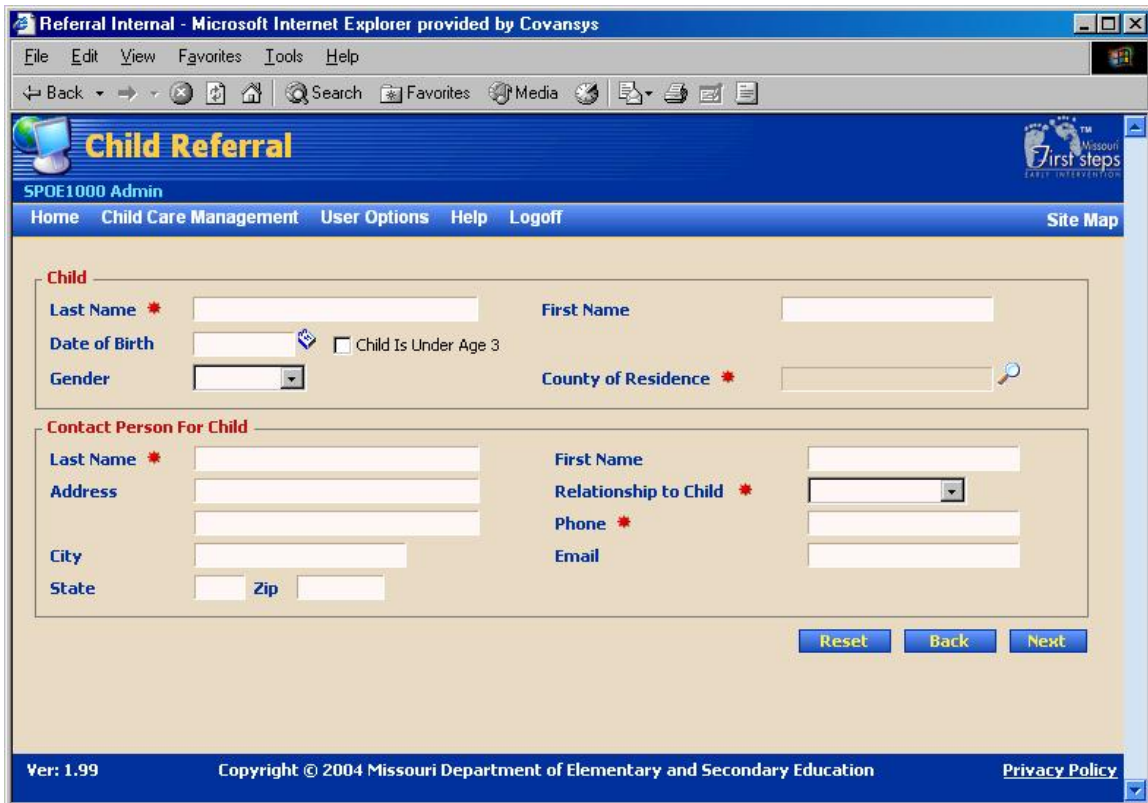
Enter a New Child Referral

Use this exercise to enter a new referral to the application.

 **Tip:** New referrals are added within the application by using the **Child Care Management** menu.

Complete the following steps to finish this exercise:

1. On the **Child Care Management** menu, select the **Referral** menu option. A sub-menu displays.
2. Select the **New Referral** sub-menu option. The [Child Referral](#) page displays.




3. Complete the following information under **Child**:
 - Last Name (a minimum of 2 characters is required)
 - First Name
 - Date of Birth or Child is Under Age 3
 - Gender
 - County of Residence (selected by [County Search](#))

4. Complete the following information under **Contact Person for Child:**

- Last Name (a minimum of 2 characters is required)
- First Name
- Address
- City
- State
- Zip
- Relationship to Child
- Phone
- Email

5. Click **Next**. The [Referral Information](#) page displays.

6. In the **Referral Source** drop-down list, select the source that referred the child.
7. In **Referral Date**, enter date on which the referral was received at the E.I. location. The date entered is the start of the 45-day referral to IFSP period. The default is today's date. The date entered must be less than or equal to today's date.
8. Select the **Same as Contact** check box to indicate that the person referring the child is the same as the child's contact person.

 **Note:** If **Same as Contact** is selected, the referring person's information is not required if a phone number or address was entered under **Contact Person for Child**.

9. In **Last Name**, enter the referring person's last name. You can enter up to 40 characters in this text box. This is required information whenever **Same as Contact** is not selected. When required, a minimum of 2 characters must be entered.
10. In **First Name**, enter the referring person's first name. You can enter up to 25 characters in this text box.
11. In **Phone**, enter the primary telephone number for the referring person. You can enter up to 25 numeric digits in this text box. This is required information whenever **Same as Contact** is not selected.
12. In **Email**, enter the current email address for the referring person. You can enter up to 50 characters digits in this text box. A valid email address format must be entered.
13. In **Family Informed of this Referral?**, select the **Yes** radio button or the **No** radio button to indicate that the child's family has been informed of the child's referral.
14. In **Reason for Referral**, enter the reason for the child's referral. You can enter up to 250 characters in this text box.
15. Click **Submit**.

Enter an Online Child Referral

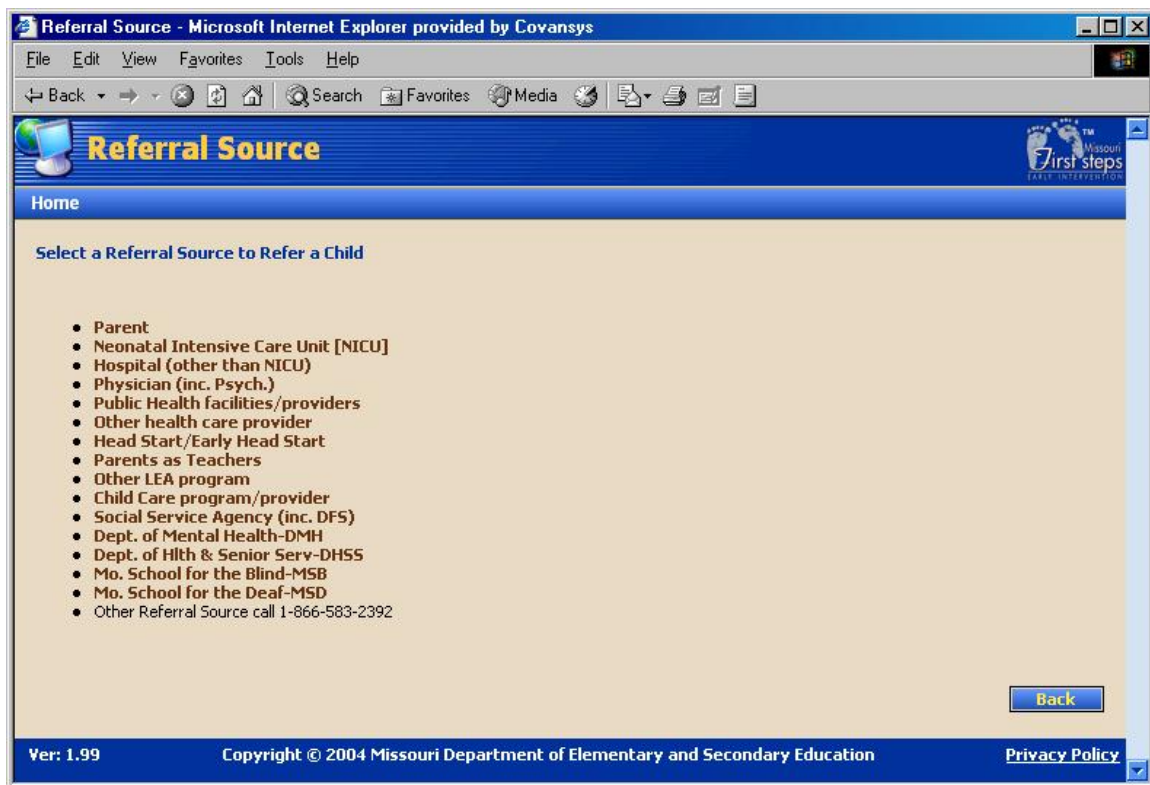
Use this exercise to complete the Online referral process for a child.

Complete the following steps to finish this exercise:

1. On the Home page, click the **First Steps for the Family** link. The [Missouri First Steps – Family](#) page displays.



2. Select the **Refer A Child** link. The [Referral Source](#) page displays.



3. On the [Referral Source](#) page, select a referral source from the **Select a Referral Source to Refer a Child** list. The [Child Referral for Missouri First Steps](#) page displays.

Referral-Online - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print

Child Referral for Missouri First Steps

Home

Child

Last Name * First Name

Date of Birth ☐ Child Is Under Age 3

Gender County of Residence *

Contact Person for Child

Last Name * First Name

Address Relationship to Child *

City Phone *

State Zip Email

Reset Back Next

*-indicates required information


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4. Complete the following information under **Child**:
 - Last Name
 - First Name
 - Date of Birth or Child is Under Age 3
 - Gender
 - County of Residence (selected by [County Search](#))
5. Complete the following information under **Contact Person for Child**:
 - Last Name (a minimum of 2 letters is required)
 - First Name
 - Address
 - City
 - State
 - Zip
 - Relationship to Child
 - Phone
 - Email
6. Click **Next**. The [Referral Information](#) page displays.

7. In the **Referral Source** drop-down list, select the name of the source that referred the child.

 **Tip:** The **Referral Source** drop-down list contains a default selection when entering an online or a NICU referral. This selection can be updated as necessary.


8. Select the **Same as Contact** check box to indicate that the person referring the child is the same as the child's contact person.

 **Note:** If **Same as Contact** is selected, the referring person's information is not required if a phone number or address was entered under **Contact Person for Child**.

9. In **Last Name**, enter the referring person's last name. You can enter up to 40 characters in this text box. This is required information whenever **Same as Contact** is not selected. When required, a minimum of 2 characters must be entered.
10. In **First Name**, enter the referring person's first name. You can enter up to 25 characters in this text box.
11. In **Phone**, enter the primary telephone number for the referring person. You can enter up to 25 numeric digits in this text box. This is required information whenever **Same as Contact** is not selected.
12. In **Email**, enter the current email address for the referring person. You can enter up to 50 characters digits in this text box. A valid email address format must be entered.
13. In **Family Informed of this Referral?**, select the **Yes** radio button or the **No** radio button to indicate that the child's family has been informed of the child's referral.
14. In **Reason for Referral**, enter the reason for the child's referral. You can enter up to 250 characters in this text box.
15. Click **Submit**.

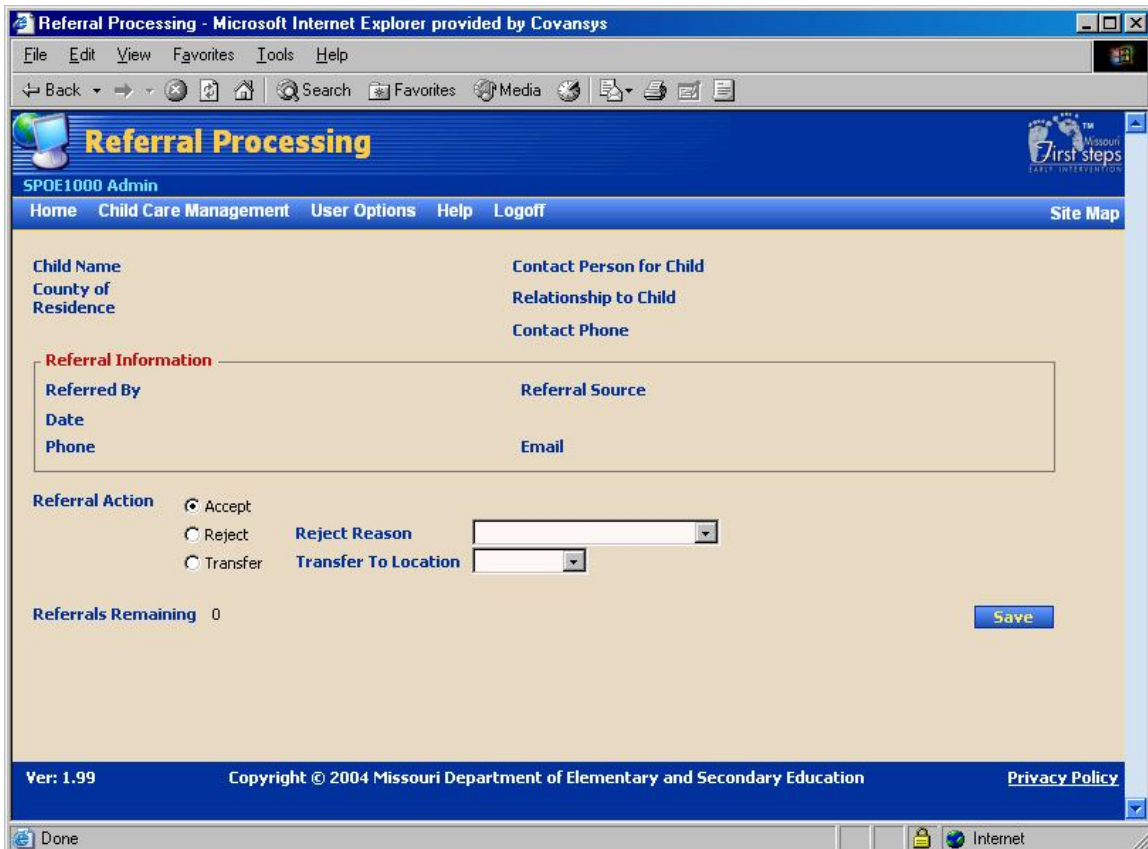
Perform Referral Processing


Use this exercise to complete referral processing functions. All referrals submitted from outside sources (Online and NICU Referral Forms) must be viewed and accepted prior to the creation of a new child's record. The Referral Processing function allows either the Case Administrator for the Admin Location or the Intake Coordinator to view the referral information submitted and the user has the option to accept, reject, or transfer the referral to another Admin Location.

 **Note:** An Intake Coordinator who is logged on and processing referrals is automatically assigned by the system as the Intake Coordinator for the child's record.

Complete the following steps to finish this exercise:

1. On the **Child Care Management** menu, select the **Referral** menu option. A sub-menu displays.
2. Select the **Referral Processing** sub-menu option. The [Referral Processing](#) page displays.





 **Note:** When this page is initially displayed, the fields displayed are blank. The count of referrals needing to be processed is displayed in **Referrals Remaining**. If the count is 0, the **Next Referral** button is not displayed on this page. If the count is greater than 0, you can click the **Next Referral** button to process additional referrals. View the following information about the current referral:

3. View the following information about the currently displayed referral:
 - **Child Name** displays the first name and last name of the child.
 - **Contact Person for Child** displays the first name and last name of the child's contact person.
 - **County of Residence** displays the name of the county in which the child resides.
 - **Relationship to Child** displays the relationship of the contact person to the child.
 - **Contact Phone** displays the primary phone number of the child's contact person.
 - **Referred By** displays the first name and last name of the person that referred the child.
 - **Referral Source** displays the source that referred the child.
 - **Referral Date** displays enter date on which the referral record was first viewed at the E.I. location.
 - **Phone** displays the phone number of the person who referred the child.
 - **Email** displays the email address of the person who referred the child.
 - **Referrals Remaining** displays the total number of referrals that are waiting to be processed.
4. Under **Referral Action**, select one of the following radio buttons to accept, reject, or transfer the child's referral:
 - Select the **Accept** radio button to accept the current child's referral.
 - Select the **Reject** radio button to reject the current child's referral.
 - Select the **Transfer** radio button to transfer the current child's referral to another E.I. location.

 **Note:** If the referral is rejected, a **Reject Reason** selection is required. If the referral is transferred, a **Transfer To Location** selection is required.

5. In the **Reject Reason** drop-down list, select the reason for rejecting the child's referral. This is required information whenever the **Reject** radio button is selected.
6. In the **Transfer to Location** drop-down list, select the location to which you want to transfer the child's referral. This is required information whenever the **Transfer** radio button is selected.
7. Click **Save** to save any information that was entered on the **Referral Processing** page and complete the referral process for the current child, or click **Next Referral** to process the next referral that is ready for review.

 **Note:** When **Save** is clicked, the system runs the detect duplicates process. Once the detect duplicates process is completed, either the [Detect Duplicates](#) page is displayed, or you are returned to the [Referral Processing](#) page.

 **Note:** When you are returned to the [Referral Processing](#) page, the **Next Referral** button must be selected to continue the processing of referrals. Clicking **Next Referral** displays the next referral waiting to be processed. Referrals are displayed in the order they are received or submitted. The oldest referral is displayed first.

Detecting Duplicates

Detect duplicates is a backend process that is generated when a new referral is entered manually and submitted to the database, or when a referral is accepted during Referral Processing. During the Detect Duplicates process, the system checks the database against child records that are currently in the system and performs a comparison on specific data fields (including name and date of birth). Any records that are found to contain similar name and date of birth information are flagged as potential duplicate records.

Note: If a duplicate is not detected during the Detect Duplicates backend process, a new child's record is created and the [Detect Duplicates](#) page will not display. In addition, the Intake Coordinator currently logged on is automatically assigned to the child's record by the system. Otherwise, the Case Administrator will assign the Intake Coordinator when the child's page is displayed.

The [Detect Duplicates](#) page displays only if referral record is determined to be a possible duplicate of an existing child record. Children under the age of 4 years will not be displayed or considered as possible duplicates.

If the system determines that a referral record is a potential duplicate, [Detect Duplicates](#) page displays:

ReferralDuplicate - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

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Detect Duplicates

SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Name sami, child Gender
 Address , Date Of Birth Under Age 3
 County of Residence Johnson Intake Coordinator
 Save Referral As Transfer To Location

Possible Matches for Duplicates - Locally

Last Name	First Name	Child Id	DOB	Location	Status	Address
Sami	Child	100010000	02/02/2004	Admin 1000	IPC	

Possible Matches for Duplicates - Statewide

0 records

Reset Save

Done Internet

Use this page to view a list of possible duplicates (both statewide and local), determine whether the new child record is a duplicate, and (if the record is not a duplicate) complete the referral process. Specific data displays on this page to help you verify whether the record is a duplicate:

Viewing the New Child's Information

At the top of the page, view the following information about the new child that is currently being created:

- **Child Name** displays the first and last name of the new child that is currently being created.
- **Address** displays the current address information of the new child that is currently being created.
- **Gender** displays the gender of the new child that is currently being created.
- **Date of Birth** displays the date of birth of the new child that is currently being created.
- **County of Residence** displays the name of the current county in which the new child that is currently being created is located.

Viewing Potentially Duplicate Local Child Records

Possible duplicates are displayed in two separate tables on this page. If the duplicate record is for the current admin location processing the referral, the matching records are displayed in the local table. In the columns of the **Possible Matches for Duplicates – Locally** table, view the following information for each local record that is a possible duplicate:

- **Select** provides a selection to indicate that new child record is in fact a duplicate of the selected record. You can click the radio button in this column to identify that the new child record is a duplicate of the selected record.
- **Last Name** displays the last name of each child identified as a possible duplicate within the local database.
- **First Name** displays the first name of each child identified as a possible duplicate within the local database.
- **Child Id** displays the state identification number of each child identified as a possible duplicate within the local database.
- **DOB** displays the date of birth of each child identified as a possible duplicate within the local database.
- **Location** displays the admin location(s) assigned to each child identified as a possible duplicate within the local database.
- **Status** displays the current status of each child identified as a possible duplicate within the local database.
- **Address** displays the current address information of each child identified as a possible duplicate within the local database.

Viewing Potentially Duplicate Statewide Child Records

Possible matches outside of the current admin location are displayed on the statewide table. In the columns of the **Possible Matches for Duplicates – Statewide** table, view the following information for each statewide record that is a possible duplicate:

- **Last Name** displays the last name of each child identified as a possible duplicate within the statewide database.
- **First Name** displays the first name of each child identified as a possible duplicate within the statewide database.
- **DOB** displays the date of birth of each child identified as a possible duplicate within the statewide database.
- **Address** displays the current address information of each child identified as a possible duplicate within the statewide database.
- **Child Id** displays the identification number of each child identified as a possible duplicate within the statewide database.
- **Status** displays the current status of each child identified as a possible duplicate within the statewide database.
- **Location** displays the admin location(s) assigned to each child identified as a possible duplicate within the statewide database.

Processing Potentially Duplicate Referrals

You have different ways of handling a potential duplicate referral. This section will identify the possible actions that can be taken.

The Referral is Not a Duplicate

If the referral is not considered a duplicate, a new child's record can be created and additional information may be entered. Complete the following steps to create the new child's record:

1. In **Save Referral As**, select the **New Child** option.
2. In **Intake Coordinator**, view and/or select the name of the Intake Coordinator assigned to the new child. The default is blank if the user logged in is a Case Administrator.
3. Click **Save**.

When the **New Child** option is selected and **Save** is clicked, the following actions take place:

- The referral record is saved as a new referral.
- The System creates and assigned a new Child State Id to the record.
- If the user logged on is an Intake Coordinator, the system assigns the logged on user as the Intake Coordinator for the child's record.
- If the user was entering an Internal referral, the user is displayed the [Child Detail](#) page.
- If user was processing new referrals, the user is returned to the [Referral-Processing](#) page.

The Referral is a Duplicate


If the referral is considered a duplicate, several options are available to continue processing the referral. Complete the following steps to create the new child's record:

1. In **Save Referral As**, select one of the following options:
 - **New Enrollment** – saves the referral as a new enrollment record for the child selected in the local table. (The child's record must not currently be in an active enrollment period for this option to be selected.)
 - **Referral Only** – saves the referral record only, without creating a new Child State ID or attaching the referral to the enrollment record of an existing child.
 - **Additional Referral** – saves the referral record as an additional referral source to the child record currently selected in the local table. (The record must be located at the current admin location and the child's record must currently be in an active enrollment period for this option to be selected.)
 - **Transfer** – transfers the referral record to another admin location without creating a new Child State ID or attaching the referral to the enrollment record of an existing child.
 - **Cancel** – returns the user to the [Referral Information](#) page, saves the referral to the database as a **Referral Only** (accepted), and allows the user to enter new internal referral.
2. In **Intake Coordinator**, view and/or select the name of the Intake Coordinator assigned to the new child. The default is blank if the user logged in is a Case Administrator.
3. If **New Enrollment** or **Additional Referral** was selected in the **Save Referral As** drop-down list, then you are also required to select a record in the local table. Click the link in the **Select** column of the **Possible Matches for Duplicates – Locally** table.
4. If **Transfer** was selected in the **Save Referral As** drop-down list, then you are also required to select an option in the **Transfer to Location** drop-down list.
5. Click **Save**.

When the **New Enrollment** option is selected and **Save** is clicked, the following actions take place:


- The referral record is saved as a new enrollment record for the child selected in the local table.
- The start date is assigned as the referral accepted date for the selected child, and the referral is added as the primary referral for the enrollment.
- The [Child Detail](#) page displays if this child currently resides at this admin location.
- If the user logged on is an Intake Coordinator, the system assigns the logged on user as the Intake Coordinator for the child's record for this enrollment period.
- When a new Intake Coordinator is assigned, the system ends any prior Intake Coordinator assignments using the end date rules for Intake Coordinator assignment.
- If the referral is a NICU referral, then a referral reason is added to the child's neonatal health record and an ICD code is added to the child's diagnosis record.

When the **Referral Only** option is selected and **Save** is clicked, the referral record is saved without creating a new Child State ID or attaching to the enrollment record of an existing child.

 **Note:** Use the **Referral Only** option when the Child's record could exist in the system, but it may not be at the current admin location. Then, once the child's record is transferred to the local admin location, the Case Administrator or the Intake Coordinator assigned to the child's record will have the availability to attach the referral to the child's record. Once transferred, if the child is in an active enrollment, the referral will attach as an additional referral. Otherwise, the system begins a new enrollment period for the child once the referral is transferred.


When the **Additional Referral** option is selected and **Save** is clicked, the referral record is saved as an additional referral source to the active enrollment period for the child record currently selected in the local table.

When the **Transfer** option is selected and **Save** is clicked, the record transfer to another admin location without creating a new child state id or attaching to the enrollment record of an existing child.


 **Note:** When the **Transfer** option is used, a **Transfer to Location** must be selected. In addition, an **Intake Coordinator** should not be selected, and no potential duplicates should be selected in the local table.


When the **Cancel** option is selected and **Save** is clicked, the following actions take place:

- The user is returned to the previous page.
- The referral is not accepted.
- If user was processing referrals, the user is returned to the [Referral-Processing](#) page where they can select another option for processing the referral (like transfer or reject).
- If the user was creating a new internal referral, the user is returned to the [Referral Information](#) page and the referral information is not saved.

 **Note:** When the **Cancel** option is used, the referral will need to be attached to a child's record at another time. If the referral is redisplayed to the user, the user may select another action (Reject or Transfer) for the referral. This process needs to be completed manually.

the user is returned to the previous page....the referral is not accepted, the user is just returned to the originating page. If referral processing they can select another option for processing the referral like transfer or reject

 **Note:** If you accessed the [Detect Duplicates](#) page from referral processing, you are returned to the [Referral Processing](#) page when the [Detect Duplicates](#) page is closed. If the referral was entered internally, the new child's record is opened and the [Child Detail](#) page displays when the [Detect Duplicates](#) page is closed.


 **Note:** Depending on the status of the child's record and the role of the user who is accessing the file, some of the detail pages for the new child's record may be view-only until specific data exists.

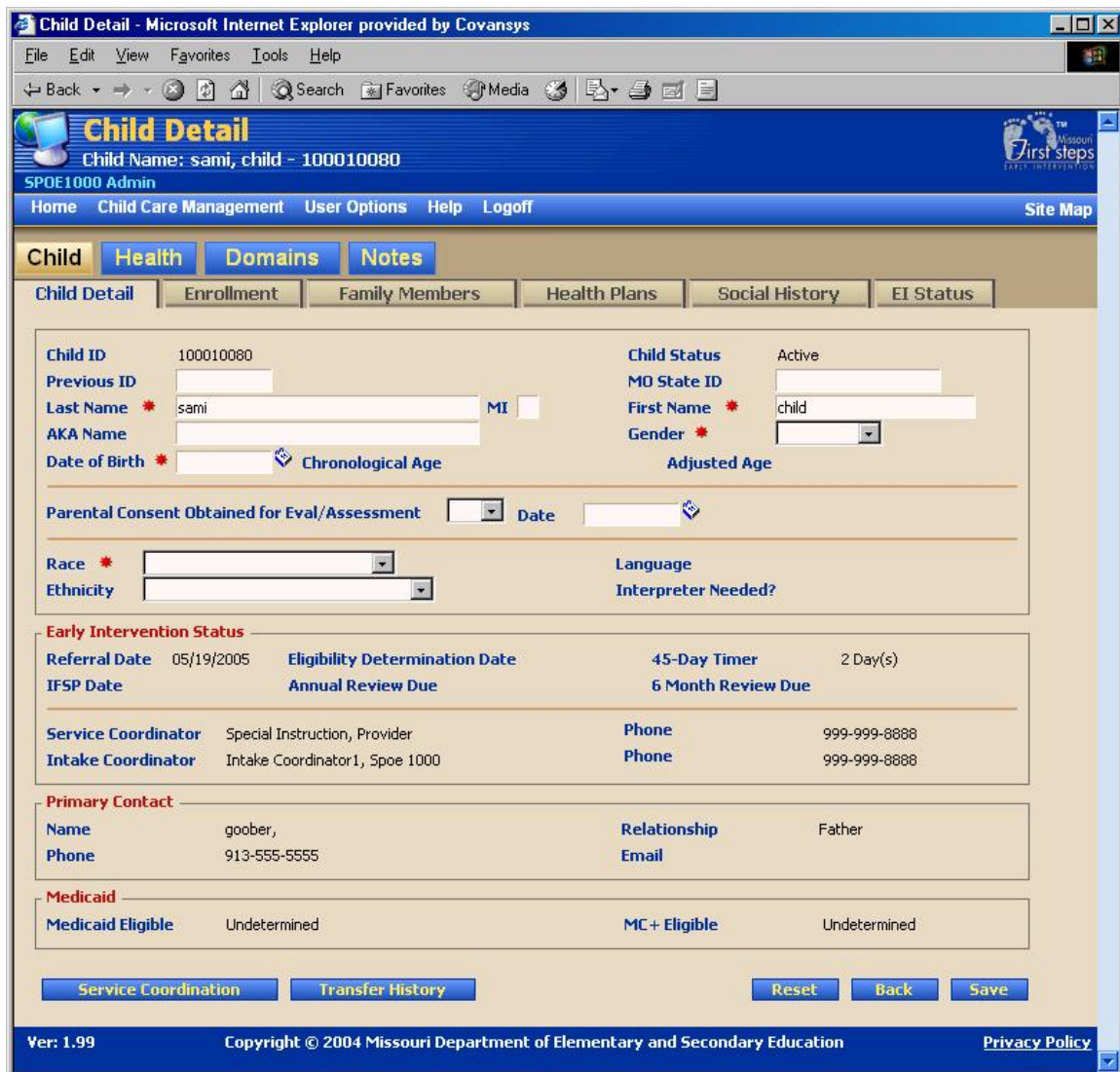
Child Information

Enter or Update Child Detail Information

Use this exercise to see how to enter or update detailed information about a child.

Complete the following steps to finish this exercise:

1. On the [Child List](#) page, click the  icon in the **Detail** column for a specific child record. The [Child Detail](#) page displays.



Child Detail - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Child Detail
Child Name: sami, child - 100010080
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Notes

Child Detail Enrollment Family Members Health Plans Social History EI Status

Child ID 100010080 Child Status Active
Previous ID MO State ID
Last Name * sami MI First Name * child
AKA Name Gender *
Date of Birth * Chronological Age Adjusted Age
Parental Consent Obtained for Eval/Assessment Date
Race * Language
Ethnicity Interpreter Needed?

Early Intervention Status

Referral Date	05/19/2005	Eligibility Determination Date	45-Day Timer	2 Day(s)
IFSP Date		Annual Review Due	6 Month Review Due	

Service Coordinator Special Instruction, Provider Phone 999-999-8888
Intake Coordinator Intake Coordinator1, Spoe 1000 Phone 999-999-8888

Primary Contact

Name	goober,	Relationship	Father
Phone	913-555-5555	Email	

Medicaid

Medicaid Eligible	Undetermined	MC + Eligible	Undetermined
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Service Coordination Transfer History Reset Back Save

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2. Enter or update the following information as necessary:
 - MO State ID
 - Last Name (a minimum of 2 characters is required)


Missouri First Steps Training Manual

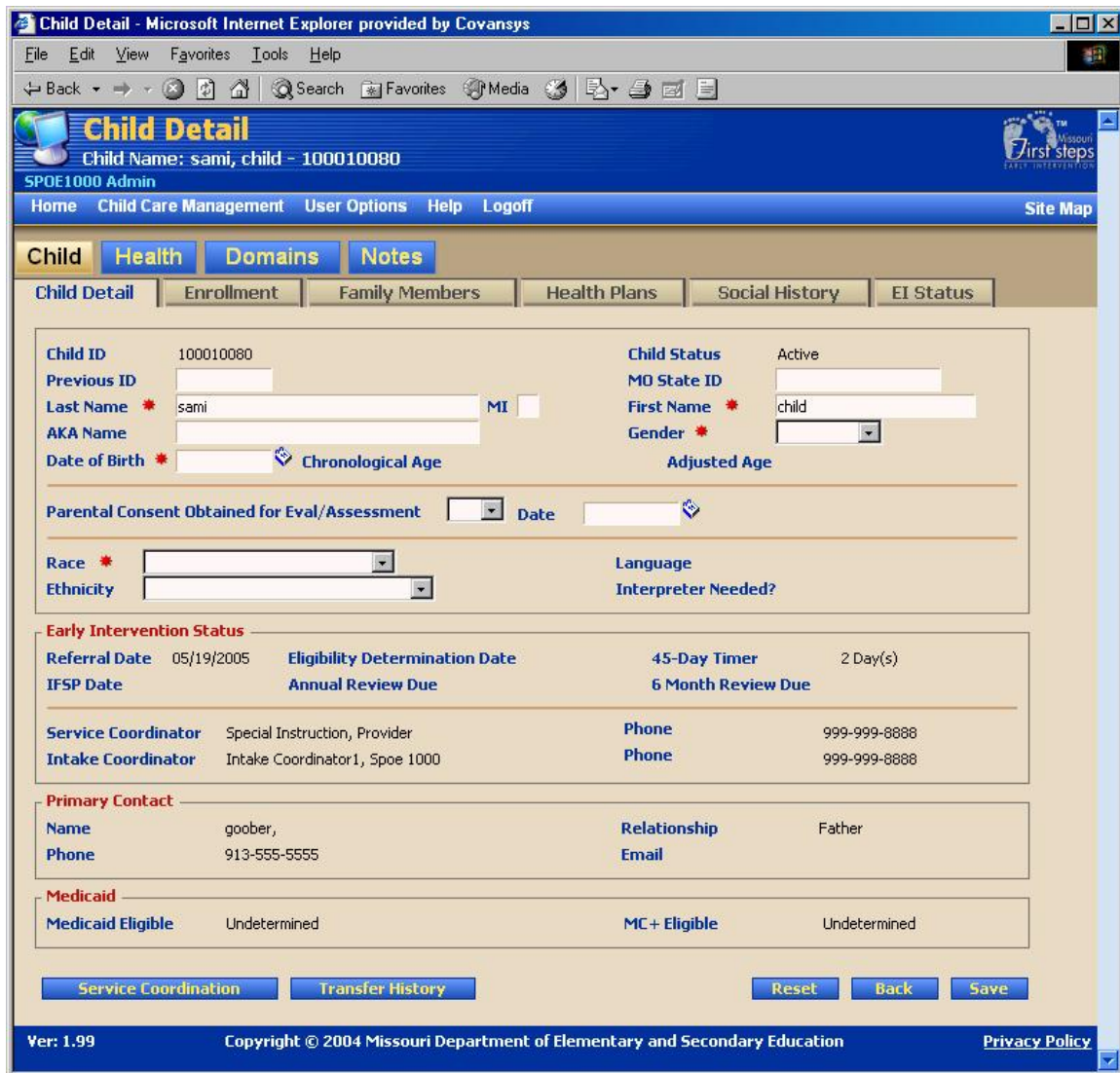
- MI
 - First Name
 - AKA Name
 - Gender
 - Race
 - Ethnicity
3. Click **Save**.

Assign an Intake Coordinator to a Child

Use this exercise to assign an Intake Coordinator to a child.

Complete the following steps to finish this exercise:

1. On the [Child List](#) page, click the  icon in the **Detail** column for a specific child record. The [Child Detail](#) page displays.



Child Detail - Microsoft Internet Explorer provided by Covansys

Child Name: sami, child - 100010080

SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Notes

Child Detail Enrollment Family Members Health Plans Social History EI Status

Child ID: 100010080 Child Status: Active

Previous ID: MD State ID:

Last Name: * sami MI: First Name: * child

AKA Name: Gender: *

Date of Birth: * Chronological Age: Adjusted Age:

Parental Consent Obtained for Eval/Assessment: Date:

Race: * Language: Interpreter Needed?

Ethnicity: *

Early Intervention Status

Referral Date	05/19/2005	Eligibility Determination Date	45-Day Timer	2 Day(s)
IFSP Date		Annual Review Due	6 Month Review Due	

Service Coordinator: Special Instruction, Provider Phone: 999-999-8888

Intake Coordinator: Intake Coordinator1, Spoe 1000 Phone: 999-999-8888

Primary Contact

Name	goober,	Relationship	Father
Phone	913-555-5555	Email	

Medicaid

Medicaid Eligible	Undetermined	MC+ Eligible	Undetermined
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Service Coordination Transfer History Reset Back Save

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2. Click **Service Coordination**. The [Service Coordination History](#) page displays.

Service Coordination History - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media

Service Coordination
Child Name: sami, child - 100010080
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Notes

Child Detail Enrollment Family Members Health Plans Social History EI Status

Search Filter
Both

Service Coordination List

Detail	Coordinator Type	Coordinator Name	Agency Name	Phone	Start Date	End Date
	Intake	Intake Coordinator1, Spoe 1000	Admin 1000	999-999-8888	05/19/2005	

1 records

Assign Intake Coordinator Assign Service Coordinator

Back

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Done Internet

- Click **Assign Intake Coordinator**. The [Intake Coordinator](#) page displays.

Intake Coordinator - Microsoft Internet Explorer provided by Covan...


Intake Coordinator *


Start Date *

End Date

Reset Close Save

- Select an **Intake Coordinator** to assign the child's record.

5. Enter or select a **Start Date** on which the selected intake coordinator will take responsibility for maintaining the child's record. You can click the  icon to select a date from a calendar. The date entered must be equal to or greater than the referral acceptance date.


 **Note:** A replacement coordinator cannot be assigned a **Start Date** that occurs before a previously assigned coordinator's **End Date**. Entering or selecting an **End Date** will prevent the coordinator history record from being changed once the record has been saved. The **Start Date** must be equal to today's date or a future date for replacement coordinator.

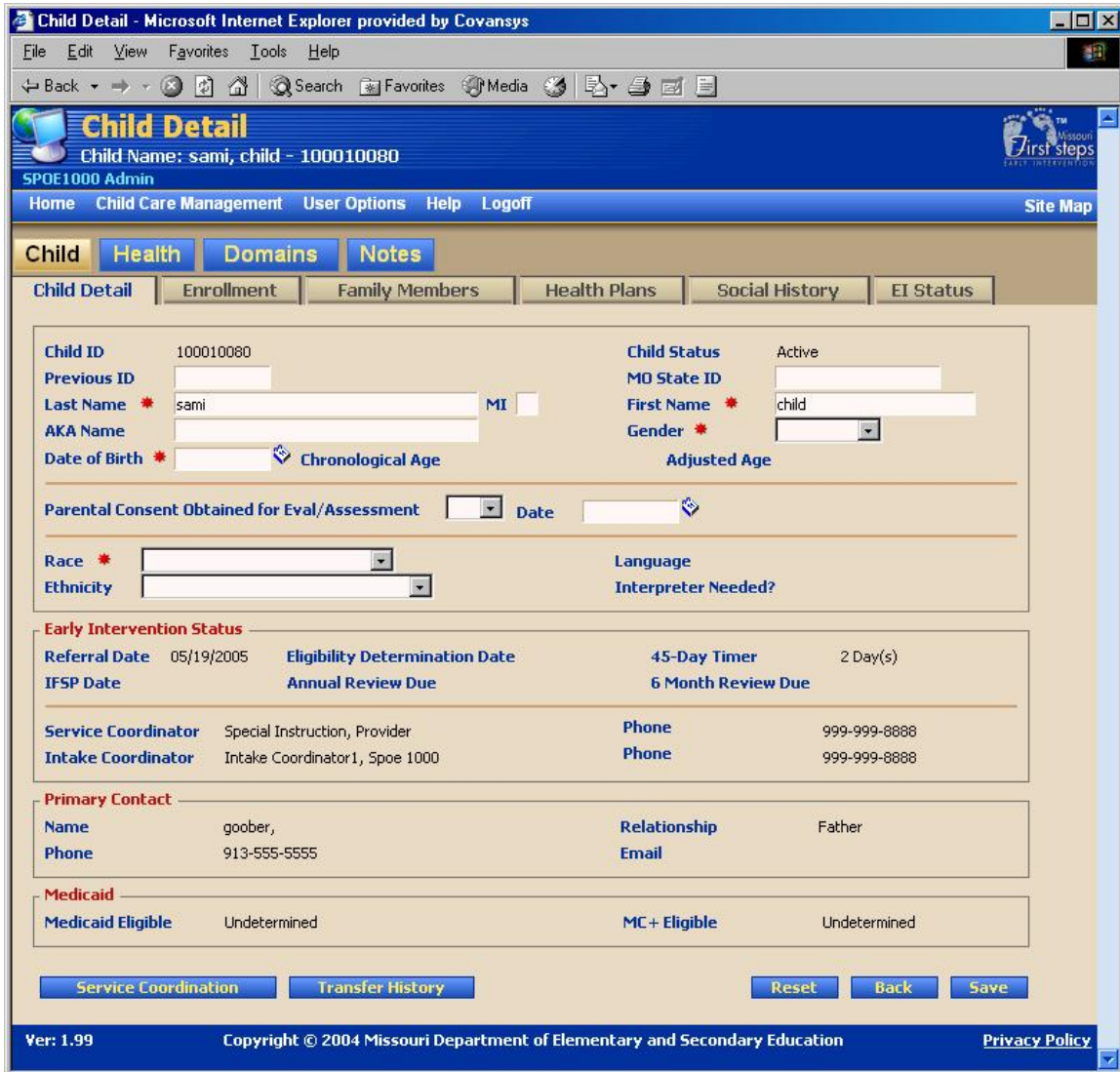
6. Click **Save**.

End an Intake Coordinator's Assignment to a Child

Use this exercise to end the period during which a specific Intake Coordinator is assigned to oversee a child's records and the benefits the child receives within the Early Intervention program.

Complete the following steps to finish this exercise:

1. On the [Child List](#) page, click the  icon in the **Detail** column for a specific child record. The [Child Detail](#) page displays.



Child Detail - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print

Child Detail
Child Name: sami, child - 100010080
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Notes

Child Detail Enrollment Family Members Health Plans Social History EI Status

Child ID 100010080 Child Status Active
Previous ID MO State ID
Last Name * sami MI First Name * child
AKA Name Gender *
Date of Birth * Chronological Age Adjusted Age

Parental Consent Obtained for Eval/Assessment ☐ Date

Race * Language
Ethnicity Interpreter Needed?

Early Intervention Status

Referral Date	05/19/2005	Eligibility Determination Date	45-Day Timer	2 Day(s)
IFSP Date		Annual Review Due	6 Month Review Due	

Service Coordinator	Special Instruction, Provider	Phone	999-999-8888
Intake Coordinator	Intake Coordinator1, Spoe 1000	Phone	999-999-8888

Primary Contact

Name	goober,	Relationship	Father
Phone	913-555-5555	Email	

Medicaid

Medicaid Eligible	Undetermined	MC+ Eligible	Undetermined
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Service Coordination Transfer History Reset Back Save

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2. Click **Service Coordination**. The [Service Coordination History](#) page displays.

Service Coordination History - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Service Coordination
Child Name: sami, child - 100010080
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Notes

Child Detail Enrollment Family Members Health Plans Social History EI Status

Search Filter
Both

Service Coordination List

Detail	Coordinator Type	Coordinator Name	Agency Name	Phone	Start Date	End Date
	Intake	Intake Coordinator1, Spoe 1000	Admin 1000	999-999-8888	05/19/2005	

1 records

Assign Intake Coordinator Assign Service Coordinator

Back

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Done Internet


Tip: Under **Search Filter**, you can select from several filtering options for the **Service Coordination List** table. You can select the **Intake Coordinator** option to display only Intake Coordinator s in the table. Or, you can select the **Ongoing Service Coordinator** option to display only service coordinators in the table. (The **Both** option displays coordinators of all types in the table when selected.) When the selection under **Search Filter** is changed, the information displayed in the **Service Coordination List** table is refreshed.

- Click the **Detail** icon next to an Intake Coordinator record in the **Service Coordination List** table. The [Intake Coordinator](#) page displays.



The screenshot shows a web browser window titled "Intake Coordinator - Microsoft Internet Explorer provided by Covan...". The form has a light beige background. On the left, there are three labels: "Intake Coordinator" with a red asterisk, "Start Date" with a red asterisk, and "End Date". To the right of "Intake Coordinator" is the text "Intake Coordinator1, Spoe 1000". To the right of "Start Date" is the date "05/19/2005". To the right of "End Date" is an empty text box with a small calendar icon to its right. At the bottom right of the form are three blue buttons: "Reset", "Close", and "Save".

4. Enter or select the **End Date**. You can click the  icon to select a date from a calendar.


 **Note:** A replacement coordinator cannot be assigned a **Start Date** that occurs before a previously assigned coordinator's **End Date**. Entering or selecting an **End Date** will prevent the coordinator history record from being changed once the record has been saved.

5. Click **Save**.

Assign a Service Coordinator to a Child

Use this exercise to assign a service coordinator to a child.

Complete the following steps to finish this exercise:

1. On the [Child List](#) page, click the  icon in the **Detail** column for a specific child record. The [Child Detail](#) page displays.

Child Detail - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Child Detail
Child Name: sami, child - 100010080
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Notes

Child Detail Enrollment Family Members Health Plans Social History EI Status

Child ID: 100010080
Previous ID:
Last Name: * sami MI
AKA Name:
Date of Birth: * Chronological Age Adjusted Age
Child Status: Active
MD State ID:
First Name: * child
Gender: *
Parental Consent Obtained for Eval/Assessment: Date:
Race: * Language:
Ethnicity: Interpreter Needed?

Early Intervention Status

Referral Date	05/19/2005	Eligibility Determination Date	45-Day Timer	2 Day(s)
IFSP Date		Annual Review Due	6 Month Review Due	

Service Coordinator: Special Instruction, Provider
Intake Coordinator: Intake Coordinator1, Spoe 1000
Phone: 999-999-8888
Phone: 999-999-8888

Primary Contact

Name	goober,	Relationship	Father
Phone	913-555-5555	Email	

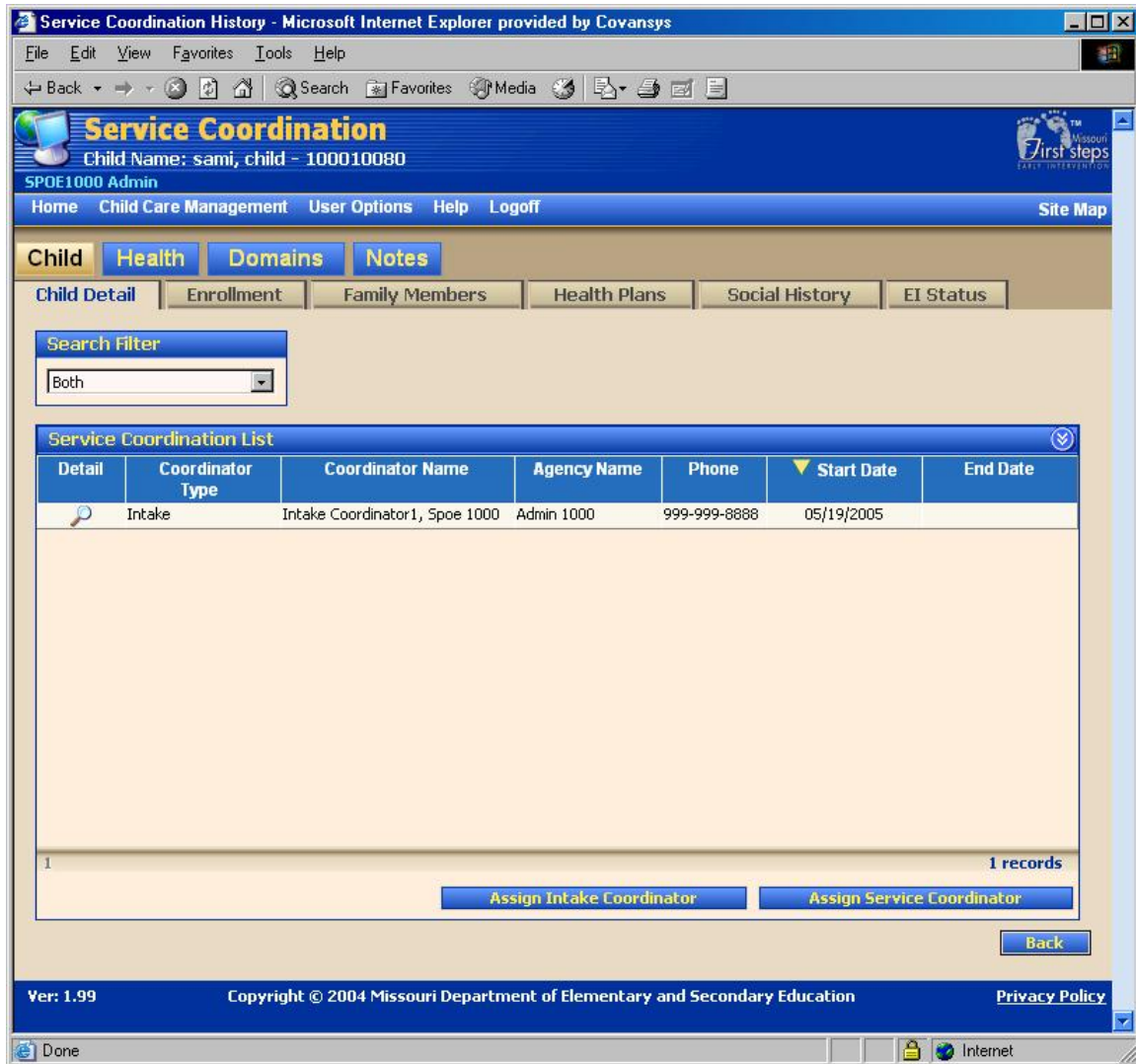
Medicaid

Medicaid Eligible	Undetermined	MC+ Eligible	Undetermined
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Service Coordination Transfer History Reset Back Save

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2. Click **Service Coordination**. The [Service Coordination History](#) page displays.



3. Click **Assign Service Coordinator**. The [Service Coordinator](#) page displays.

The screenshot shows a web application window titled "Service Coordinator - Microsoft Internet Explorer provided by Covansys". The interface is divided into three main sections:

- Service Coordinator Search:** This section contains three text input fields labeled "Last Name", "First Name", and "Agency Name". A blue "Search" button is located to the right of these fields.
- Service Coordinator List:** This section is a large, empty rectangular area, likely intended for displaying a table of search results.
- Service Coordinator:** This section contains a "Service Coordinator" dropdown menu with a red asterisk next to it. To its right are "Start Date" and "End Date" fields, each with a red asterisk and a calendar icon. At the bottom right of this section are three buttons: "Reset", "Close", and "Save".

 **Tip:** Some of the fields on the **Service Coordinator** page allow the entry of partial information to help you narrow your search.

4. Enter filter criteria in the following fields as necessary to perform a search:
 - Last Name
 - First Name
 - County
5. Click **Search** to perform a search based on the specified filter criteria.
The **Service Coordinator List** table displays the service coordinators who match the specified filter criteria.

Service Coordinator - Microsoft Internet Explorer provided by Covansys

Service Coordinator Search

Last Name First Name

Agency Name

Search

Service Coordinator List

Select	▲ Last Name	First Name	Agency Name	Phone	Specialty
Select	Special Instruction	Provider	EI Agency	999-999-8888	Service Coordinator
Select	Special Instruction	Provider	EI Agency	999-999-8888	Service Coordinator
Select	Special Instruction	Provider	EI Agency	999-999-8888	Service Coordinator
Select	Special Instruction	Provider	EI Agency	999-999-8888	Service Coordinator
Select	Special Instruction	Provider	EI Agency	999-999-8888	Service Coordinator
Select	Special Instruction	Provider	EI Agency	999-999-8888	Service Coordinator
Select	Speech Path Assoc	Provider	EI Agency	999-999-8888	Service Coordinator


1 8 records


Service Coordinator

Service Coordinator *

Start Date * End Date

Reset Close Save


- Click the link in the **Select** column of the **Service Coordinator List** table to select a specific service coordinator.
- Enter or select a **Start Date** on which the selected service coordinator will take responsibility for maintaining the child's record. You can click the  icon to select a date from a calendar. The date entered must be equal to or greater than the referral acceptance date.

 **Note:** A replacement coordinator cannot be assigned a **Start Date** that occurs before a previously assigned coordinator's **End Date**. Entering or selecting an **End Date** will prevent the coordinator history record from being changed once the record has been saved.


- Click **Save**.

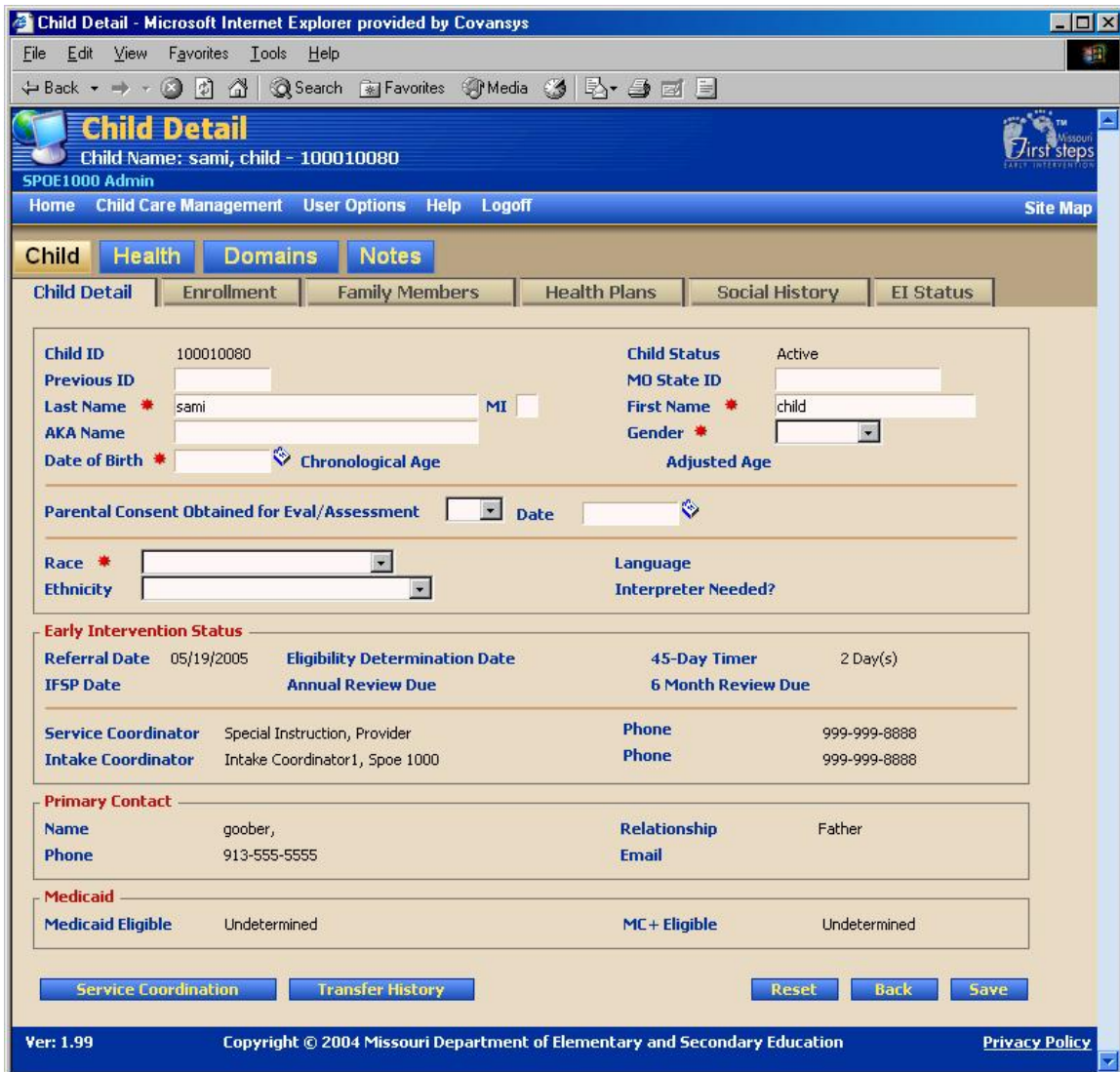
End a Service Coordinator's Assignment to a Child

Use this exercise to end the period during which a specific service coordinator is assigned to oversee a child's records and the benefits the child receives within the Early Intervention program.

 **Note:** The application will automatically end a prior service coordinator assignment when a new service coordinator is assigned to a child. However, if a gap exists in service coordinator assignments, you will still need to end an assignment using this process.

Complete the following steps to finish this exercise:

1. On the [Child List](#) page, click the  icon in the **Detail** column for a specific child record. The [Child Detail](#) page displays.



Child Detail
Child Name: sami, child - 100010080
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Notes

Child Detail Enrollment Family Members Health Plans Social History EI Status

Child ID: 100010080
Previous ID:
Last Name: * sami MI:
AKA Name:
Date of Birth: * Chronological Age: Adjusted Age:
Child Status: Active
MO State ID:
First Name: * child
Gender: *
Parental Consent Obtained for Eval/Assessment: Date:
Race: * Language:
Ethnicity: Interpreter Needed?:

Early Intervention Status

Referral Date	05/19/2005	Eligibility Determination Date	45-Day Timer	2 Day(s)
IFSP Date		Annual Review Due	6 Month Review Due	

Service Coordinator: Special Instruction, Provider Phone: 999-999-8888
Intake Coordinator: Intake Coordinator1, Spoe 1000 Phone: 999-999-8888

Primary Contact

Name	goober,	Relationship	Father
Phone	913-555-5555	Email	

Medicaid

Medicaid Eligible	Undetermined	MC + Eligible	Undetermined
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Service Coordination Transfer History Reset Back Save

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2. Click **Service Coordination**. The [Service Coordination History](#) page displays.

Service Coordination History - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print

Service Coordination
Child Name: sami, child - 100010080
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Notes

Child Detail Enrollment Family Members Health Plans Social History EI Status

Search Filter
Both

Service Coordination List

Detail	Coordinator Type	Coordinator Name	Agency Name	Phone	Start Date	End Date
	Intake	Intake Coordinator1, Spoe 1000	Admin 1000	999-999-8888	05/19/2005	

1 records


Assign Intake Coordinator Assign Service Coordinator Back


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Done Internet

Tip: Under **Search Filter**, you can select from several filtering options for the **Service Coordination List** table. You can select the **Intake Coordinator** option to display only Intake Coordinator s in the table. Or, you can select the **Ongoing Service Coordinator** option to display only service coordinators in the table. (The **Both** option displays coordinators of all types in the table when selected.) When the selection under **Search Filter** is changed, the information displayed in the **Service Coordination List** table is refreshed.

3. Click the **Detail** icon next to an service coordinator's record in the **Service Coordination List** table. The [Service Coordinator](#) page displays.

4. Enter or select the **End Date**. You can click the  icon to select a date from a calendar.


 **Note:** A replacement coordinator cannot be assigned a **Start Date** that occurs before a previously assigned coordinator's **End Date**. Entering or selecting an **End Date** will prevent the coordinator history record from being changed once the record has been saved.

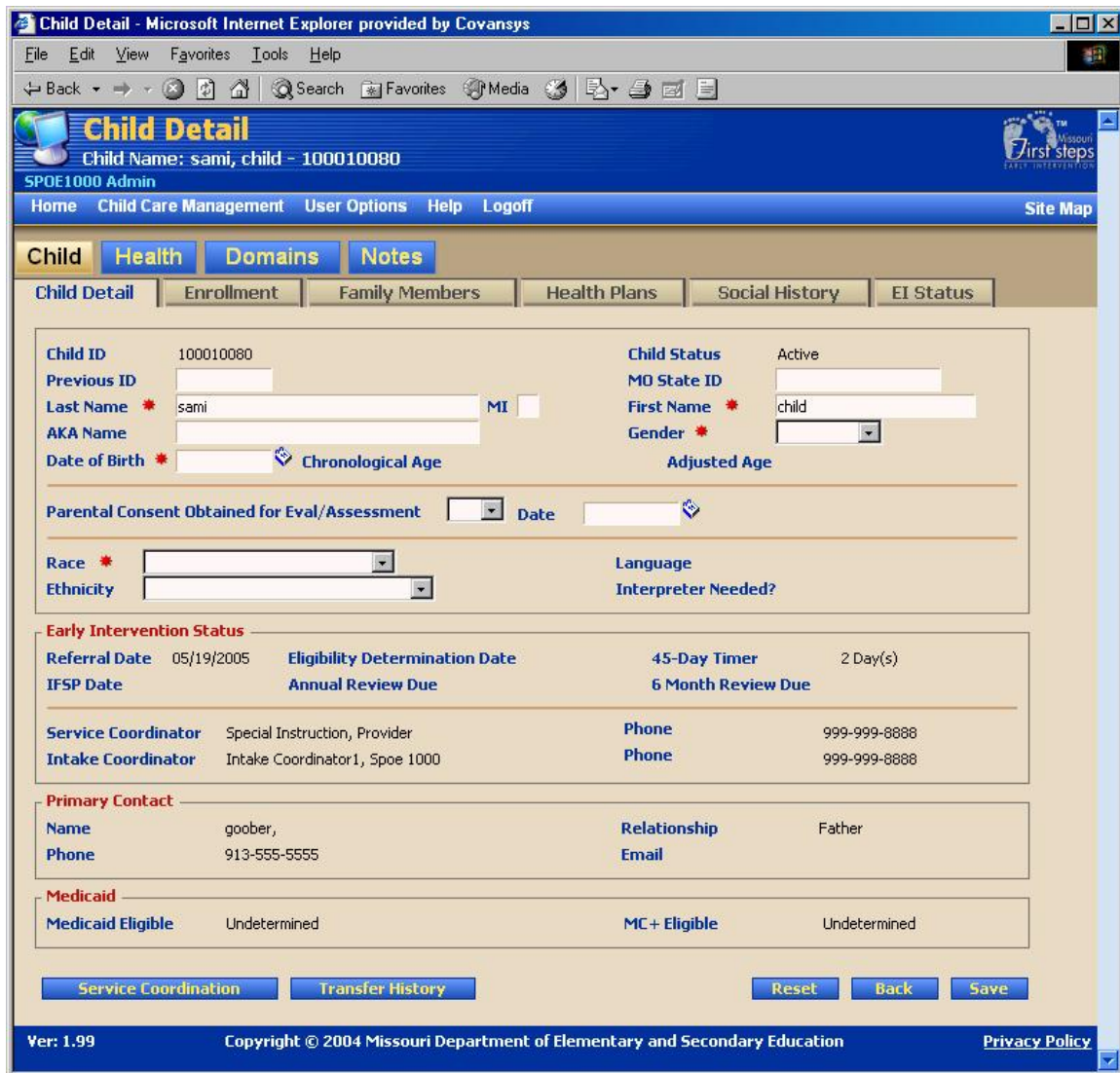
5. Click **Save**.

View the Transfer History for a Child

Use this exercise to view the transfer history for a child.

Complete the following steps to finish this exercise:

1. On the [Child List](#) page, click the  icon in the **Detail** column for a specific child record. The [Child Detail](#) page displays.



Child Detail - Microsoft Internet Explorer provided by Covansys

Child Name: sami, child - 100010080

SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Notes

Child Detail Enrollment Family Members Health Plans Social History EI Status

Child ID: 100010080 Child Status: Active

Previous ID: MO State ID:

Last Name: * sami MI: First Name: * child

AKA Name: Gender: *

Date of Birth: * Chronological Age: Adjusted Age:

Parental Consent Obtained for Eval/Assessment: Date:

Race: * Language:

Ethnicity: Interpreter Needed?:

Early Intervention Status

Referral Date	05/19/2005	Eligibility Determination Date	45-Day Timer	2 Day(s)
IFSP Date		Annual Review Due	6 Month Review Due	

Service Coordinator: Special Instruction, Provider Phone: 999-999-8888

Intake Coordinator: Intake Coordinator1, Spoe 1000 Phone: 999-999-8888

Primary Contact

Name	goober,	Relationship	Father
Phone	913-555-5555	Email	

Medicaid

Medicaid Eligible	Undetermined	MC+ Eligible	Undetermined
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Service Coordination Transfer History Reset Back Save

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2. Click **Transfer History**. The [Transfer History](#) page displays.

Transfer History
Child Name: sami, child - 100010080
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Notes

Child Detail Enrollment Family Members Health Plans Social History EI Status

Search Filter
Both

Transfer Type	Location/Household	Start Date	End Date
Household	Household ID 121	05/19/2005	
Location	Admin Location 1000/Admin 1000	05/19/2005	

1 2 records

Household Transfer Location Transfer Back

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3. View the transfer history for the child in the **Transfer List** table.

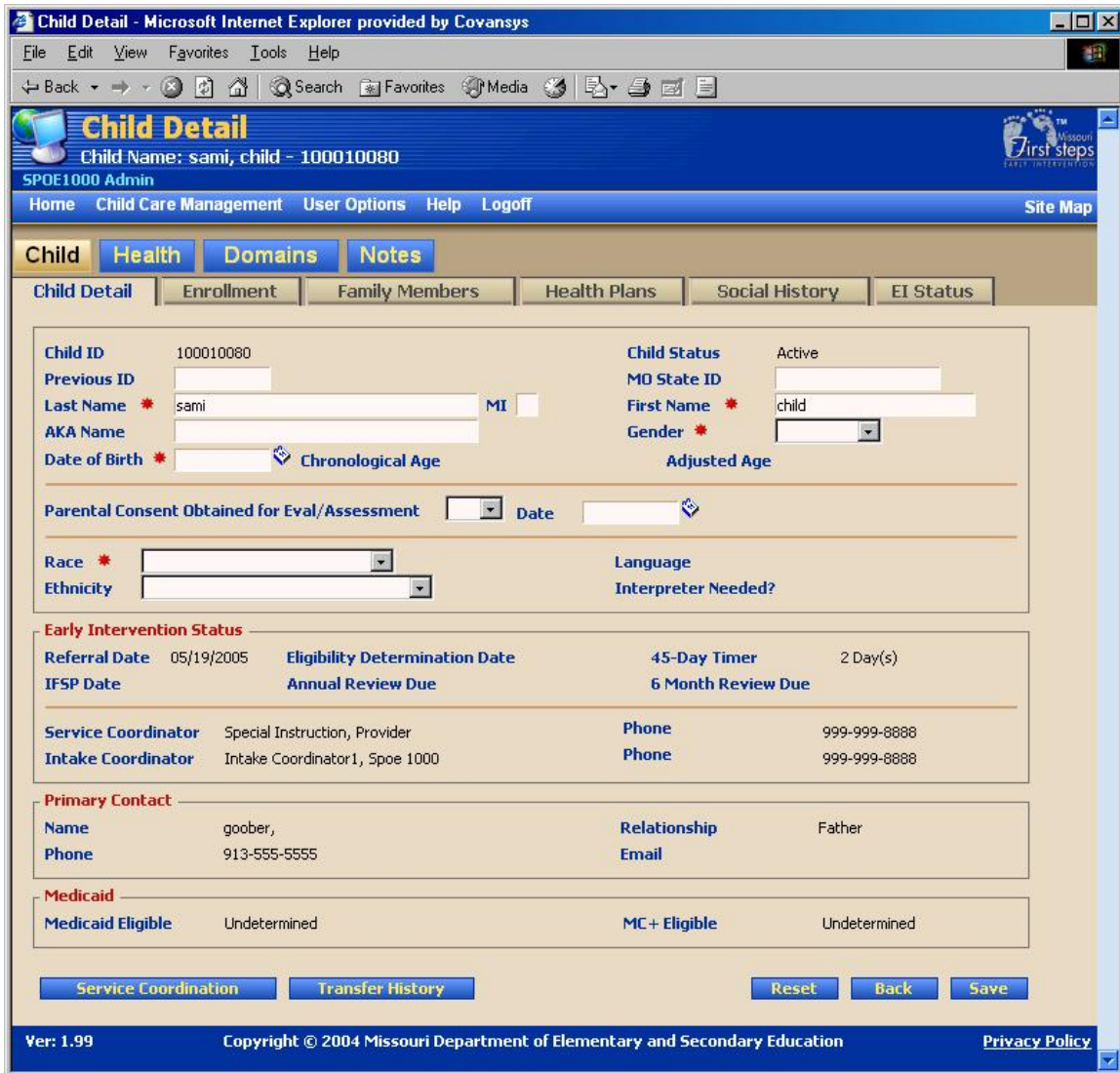
Tip: Under **Search Filter**, you can select an option from the drop-down list to change the type of transfers that are displayed in the **Transfer List** table. By default, both Location and Household transfers are displayed in the table. When a different option is selected, the information displayed in the **Transfer List** table is refreshed.

Perform a Location Transfer for a Child's Record

Use this exercise to transfer a child's record to a different administrative location.

Complete the following steps to finish this exercise:

1. On the [Child List](#) page, click the  icon in the **Detail** column for a specific child record. The [Child Detail](#) page displays.



Child Detail
Child Name: sami, child - 100010080
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Notes

Child Detail Enrollment Family Members Health Plans Social History EI Status

Child ID: 100010080
Previous ID:
Last Name: * sami MI
AKA Name:
Date of Birth: * Chronological Age Adjusted Age
Child Status: Active
MO State ID:
First Name: * child
Gender: *
Parental Consent Obtained for Eval/Assessment: Date:
Race: * Language:
Ethnicity: Interpreter Needed?

Early Intervention Status

Referral Date	05/19/2005	Eligibility Determination Date	45-Day Timer	2 Day(s)
IFSP Date		Annual Review Due	6 Month Review Due	

Service Coordinator: Special Instruction, Provider
Intake Coordinator: Intake Coordinator1, Spoe 1000
Phone: 999-999-8888
Phone: 999-999-8888

Primary Contact

Name	goober,	Relationship	Father
Phone	913-555-5555	Email	

Medicaid

Medicaid Eligible	Undetermined	MC+ Eligible	Undetermined
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Service Coordination Transfer History Reset Back Save

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2. Click **Transfer History**. The [Transfer History](#) page displays.

Transfer History
Child Name: sami, child - 100010080
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Notes

Child Detail Enrollment Family Members Health Plans Social History EI Status

Search Filter
Both

Transfer Type	Location/Household	Start Date	End Date
Household	Household ID 121	05/19/2005	
Location	Admin Location 1000/Admin 1000	05/19/2005	

1 2 records

Household Transfer Location Transfer Back

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- Click **Location Transfer**. The [Location Transfer](#) page displays.

Location Description *

Start Date *

Reset Close Save


- Select the **Location Description** to which to transfer the child's record.

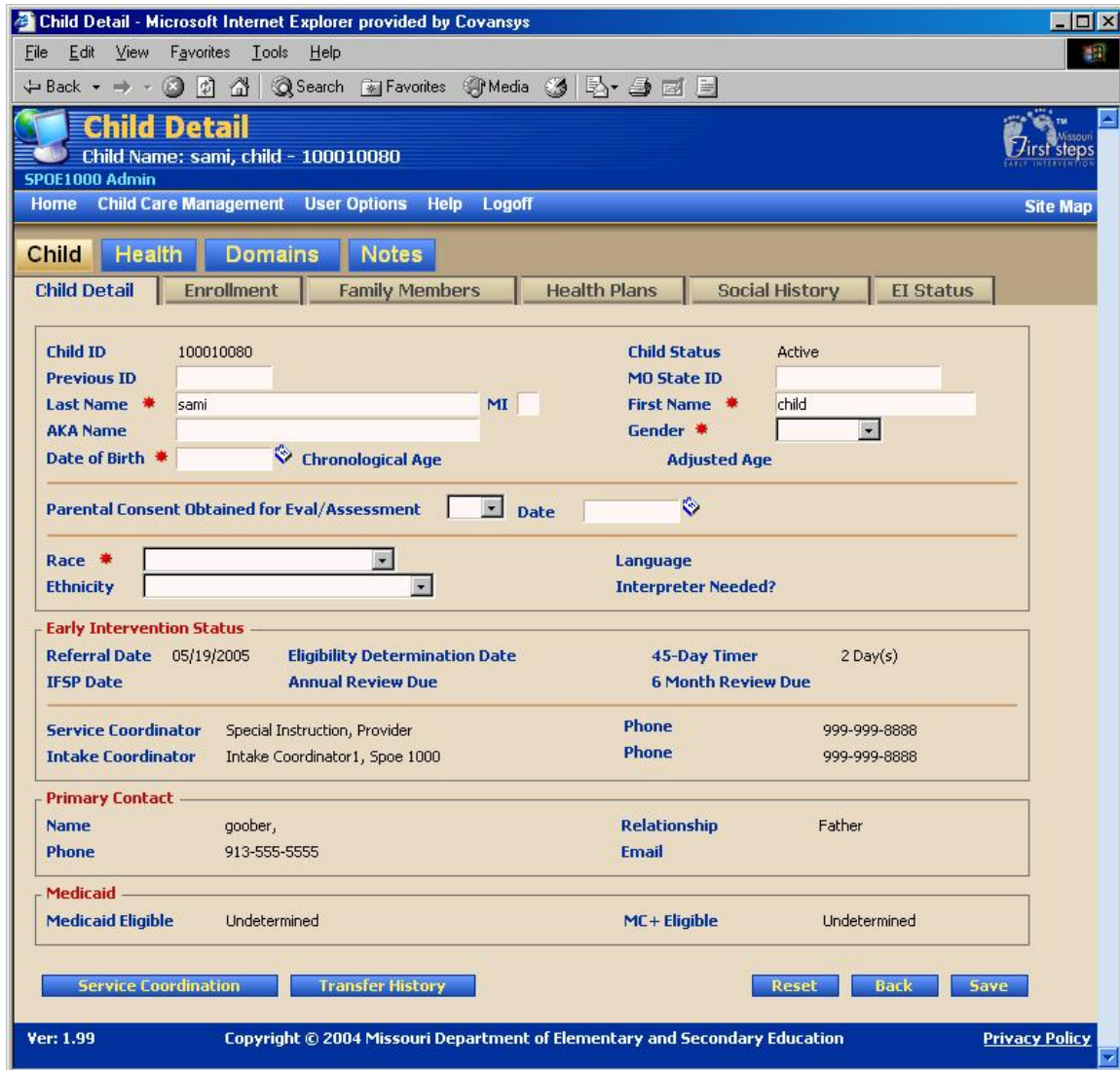
5. Enter or select the **Start Date** on which the new location will begin administration of the child's record. You can click the  icon to select a date from a calendar. The start date entered or selected must be equal to or greater than today's date.
6. Click **Save**.

Transfer a Child's Record to a Different Household

Use this exercise to transfer a child's record to a different household from the [Child Detail](#) page.

Complete the following steps to finish this exercise:

1. On the [Child List](#) page, click the  icon in the **Detail** column for a specific child record. The [Child Detail](#) page displays.



Child Detail - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print

Child Detail
Child Name: sami, child - 100010080
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Notes

Child Detail Enrollment Family Members Health Plans Social History EI Status

Child ID 100010080 Child Status Active
Previous ID MO State ID
Last Name * sami MI First Name * child
AKA Name Gender *
Date of Birth * Chronological Age Adjusted Age

Parental Consent Obtained for Eval/Assessment ☐ Date

Race * Language
Ethnicity Interpreter Needed?

Early Intervention Status

Referral Date	05/19/2005	Eligibility Determination Date	45-Day Timer	2 Day(s)
IFSP Date		Annual Review Due	6 Month Review Due	

Service Coordinator Special Instruction, Provider Phone 999-999-8888
Intake Coordinator Intake Coordinator1, Spoe 1000 Phone 999-999-8888

Primary Contact

Name	goober,	Relationship	Father
Phone	913-555-5555	Email	

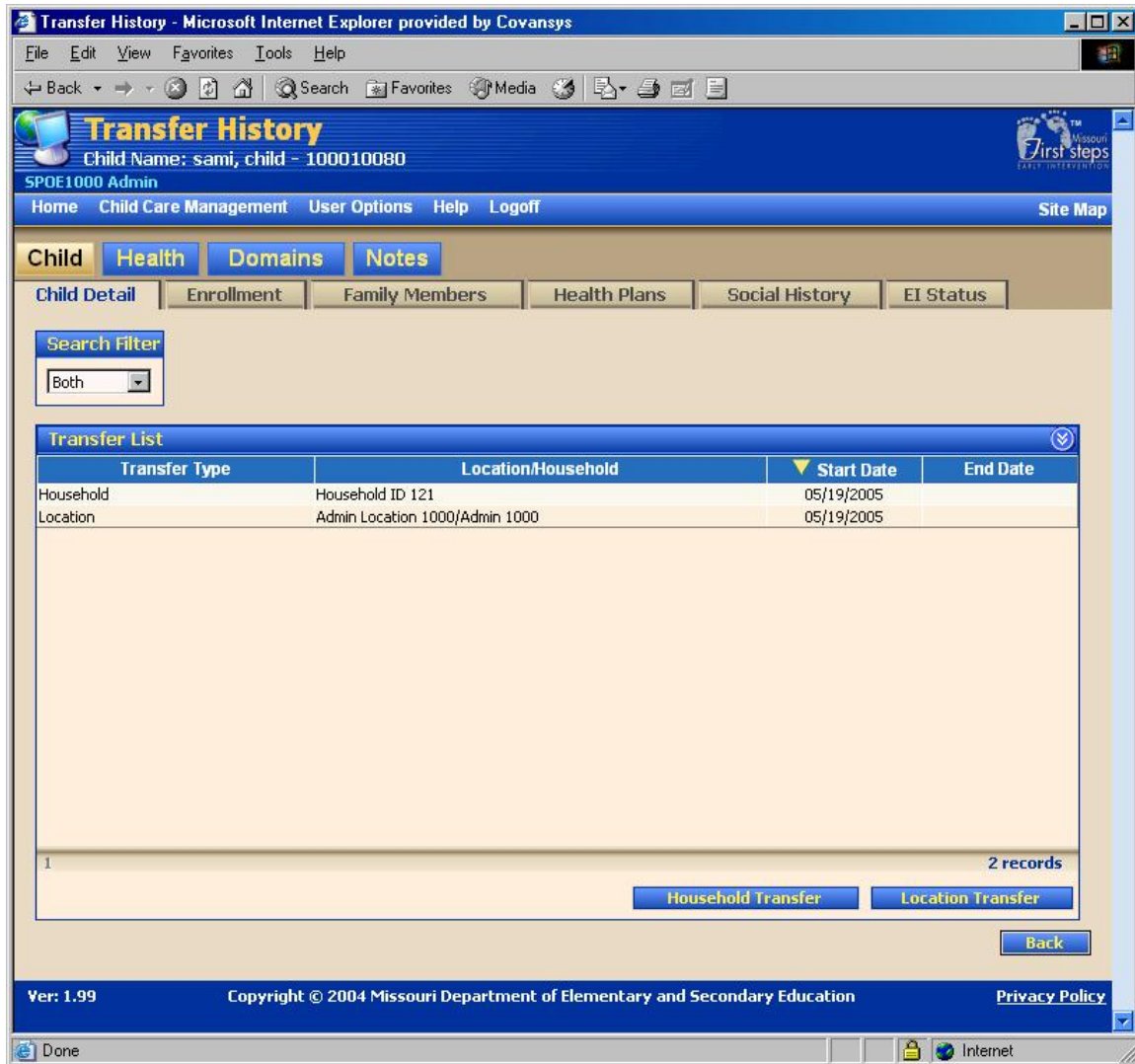
Medicaid

Medicaid Eligible	Undetermined	MC + Eligible	Undetermined
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Service Coordination Transfer History Reset Back Save

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2. Click **Transfer History**. The [Transfer History](#) page displays.



3. Click **Household Transfer**. The [Household Transfer](#) page displays.

Household Transfer - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media

Household Transfer
Child Name: sami, child - 100010080
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Notes

Child Detail Enrollment Family Members Health Plans Social History EI Status

Child ID 100010080
Child Name sami, child


Move From Household (Family)
Household ID 121 Head of Household

Move To Household (Family)
Household ID * Head of Household

Reset Back Save

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Done Internet

- Click the  icon displayed to the right of the **Household ID** field. The [Household ID Search](#) page displays.

The screenshot shows a web browser window titled "Household - Microsoft Internet Explorer provided by Covansys". Inside the browser, there is a search interface. At the top, a message states: "To perform a search select a search option, enter the search criteria and then select the **Search** button. The search result may only display household with head of household assigned." Below this, the "Household ID Search" section contains three radio buttons for selection. The first radio button is labeled "Head of Household" and has two sub-fields: "Last Name" and "First Name", each with a text input box. The second radio button is labeled "Household ID" and has a single "Household ID" text input box. The third radio button is labeled "Home Phone" and has a "Phone" text input box. A blue "Search" button is located to the right of these input fields. Below the search section is a "Household List" section, which is a large empty rectangular area. At the bottom of the interface, there are two buttons: "New Household" on the left and "Close" on the right.

5. Select the appropriate radio button and enter filter criteria in the following fields as necessary to perform a search:
 - Last Name (a minimum of 2 characters must be entered)
 - First Name
 - Household ID (a complete ID must be entered)
 - Phone
6. Click **Search** to perform a search based on the specified filter criteria. The information displayed in the **Household List** table is refreshed.

Household Transfer - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media

Household Transfer

Child Name: sami, child - 100010080

SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Notes

Child Detail Enrollment Family Members Health Plans Social History EI Status

Child ID 100010080

Child Name sami, child

Move From Household (Family)

Household ID 121 Head of Household

Move To Household (Family)

Household ID * 5 Head of Household Child, Dad

Reset Back Save

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Done Internet

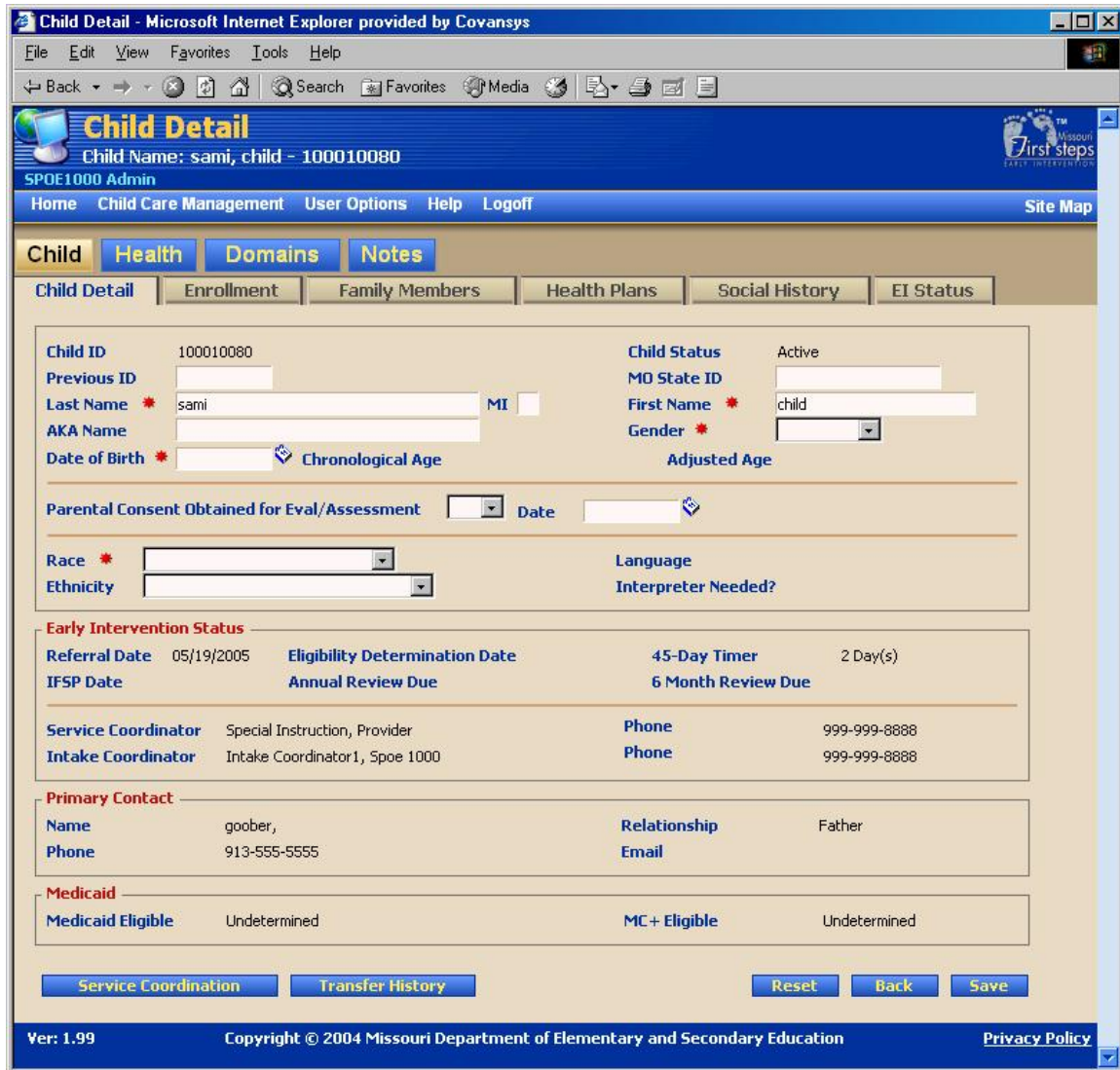
7. In the **Household List** table, click the link in the **Select** column to specify the household to which you want to transfer the child's record. The [Household Transfer](#) page displays.
8. Click **Save**.

Create a New Household during a Household Transfer

Use this exercise to create a new household record while performing a household transfer from the [Child Detail](#) page.

Complete the following steps to finish this exercise:

1. On the [Child List](#) page, click the  icon in the **Detail** column for a specific child record. The [Child Detail](#) page displays.



Child Detail - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media

Child Detail
Child Name: sami, child - 100010080
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Notes

Child Detail Enrollment Family Members Health Plans Social History EI Status

Child ID 100010080 Child Status Active
Previous ID MO State ID
Last Name * sami MI First Name * child
AKA Name Gender *
Date of Birth * Chronological Age Adjusted Age

Parental Consent Obtained for Eval/Assessment ☐ Date

Race * Language
Ethnicity Interpreter Needed?

Early Intervention Status

Referral Date	05/19/2005	Eligibility Determination Date	45-Day Timer	2 Day(s)
IFSP Date		Annual Review Due	6 Month Review Due	

Service Coordinator Special Instruction, Provider Phone 999-999-8888
Intake Coordinator Intake Coordinator1, Spoe 1000 Phone 999-999-8888

Primary Contact

Name	goober,	Relationship	Father
Phone	913-555-5555	Email	

Medicaid

Medicaid Eligible	Undetermined	MC + Eligible	Undetermined
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Service Coordination Transfer History Reset Back Save

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2. Click **Transfer History**. The [Transfer History](#) page displays.

Transfer History
Child Name: sami, child - 100010080
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Notes

Child Detail Enrollment Family Members Health Plans Social History EI Status

Search Filter
Both

Transfer Type	Location/Household	Start Date	End Date
Household	Household ID 121	05/19/2005	
Location	Admin Location 1000/Admin 1000	05/19/2005	

1 2 records

Household Transfer Location Transfer Back

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3. Click **Household Transfer**. The [Household Transfer](#) page displays.

Household Transfer - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Household Transfer
Child Name: sami, child - 100010080
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Notes

Child Detail Enrollment Family Members Health Plans Social History EI Status

Child ID 100010080
Child Name sami, child

Move From Household (Family)

Household ID 121 Head of Household


Move To Household (Family)

Household ID * [Search Icon] Head of Household

Reset Back Save

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Done Internet

4. Click the  icon displayed to the right of the **Household ID** field. The [Household ID Search](#) page displays.

Household - Microsoft Internet Explorer provided by Covansys

To perform a search select a search option, enter the search criteria and then select the **Search** button. The search result may only display household with head of household assigned.

Household ID Search

☐ **Head of Household**
 Last Name
 First Name

☐ **Household ID**
 Household ID

☐ **Home Phone**
 Phone

Search

Household List

New Household **Close**

5. Click **New Household**. The [Household Transfer](#) page displays.

Household - Microsoft Internet Explorer provided by Covansys

Last Name * MI First Name *
 Relationship * ☒ Head of Household


Address *
 City Home Phone
 State Zip Work Phone
 Other Phone
 Best Time to Call
 Email

Language * Interpreter Needed? * ☐ Yes ☐ No

Role ☐ Educational Decision Maker ☐ Primary Contact ☐ Household Member
 Effective Date *

Reset **Close** **Save**

6. In **Last Name**, enter the last name of the head of household.
7. In **MI**, enter the middle initial of the head of household.
8. In **First Name**, enter the first name of the head of household.


9. In **Relationship**, select the head of household's relationship to the child.
10. In **Address**, enter the street address information for the head of household.
11. In **Zip**, enter the code for the postal zone in which the head of household resides. When a valid ZIP code is entered, **City** and **State** are automatically updated.
12. In **Home Phone**, enter the head of household's home phone number.
13. In **Work Phone**, enter the head of household's work phone number.
14. In **Other Phone**, enter an alternate phone number at which the head of household can be reached.
15. In **Best Time to Call**, select a time frame during which the head of household prefers to be contacted.
16. In **Email**, enter the email address at which the head of household can be reached.
17. In **Language**, select the primary language spoken by the head of household.
18. In **Interpreter Needed**, select the **Yes** or **No** radio button to indicate whether the head of household needs an interpreter to speak the language selected.
19. In **Role**, select the appropriate check boxes to specify one or more roles that apply to the head of household. **Educational Decision Maker**, **Primary Contact**, and **Household Member** are the options available.
20. In **Effective Date**, enter or select the date on which the new head of household becomes effective for the child. You can click the  icon to select a date from a calendar.
21. Click **Save**.

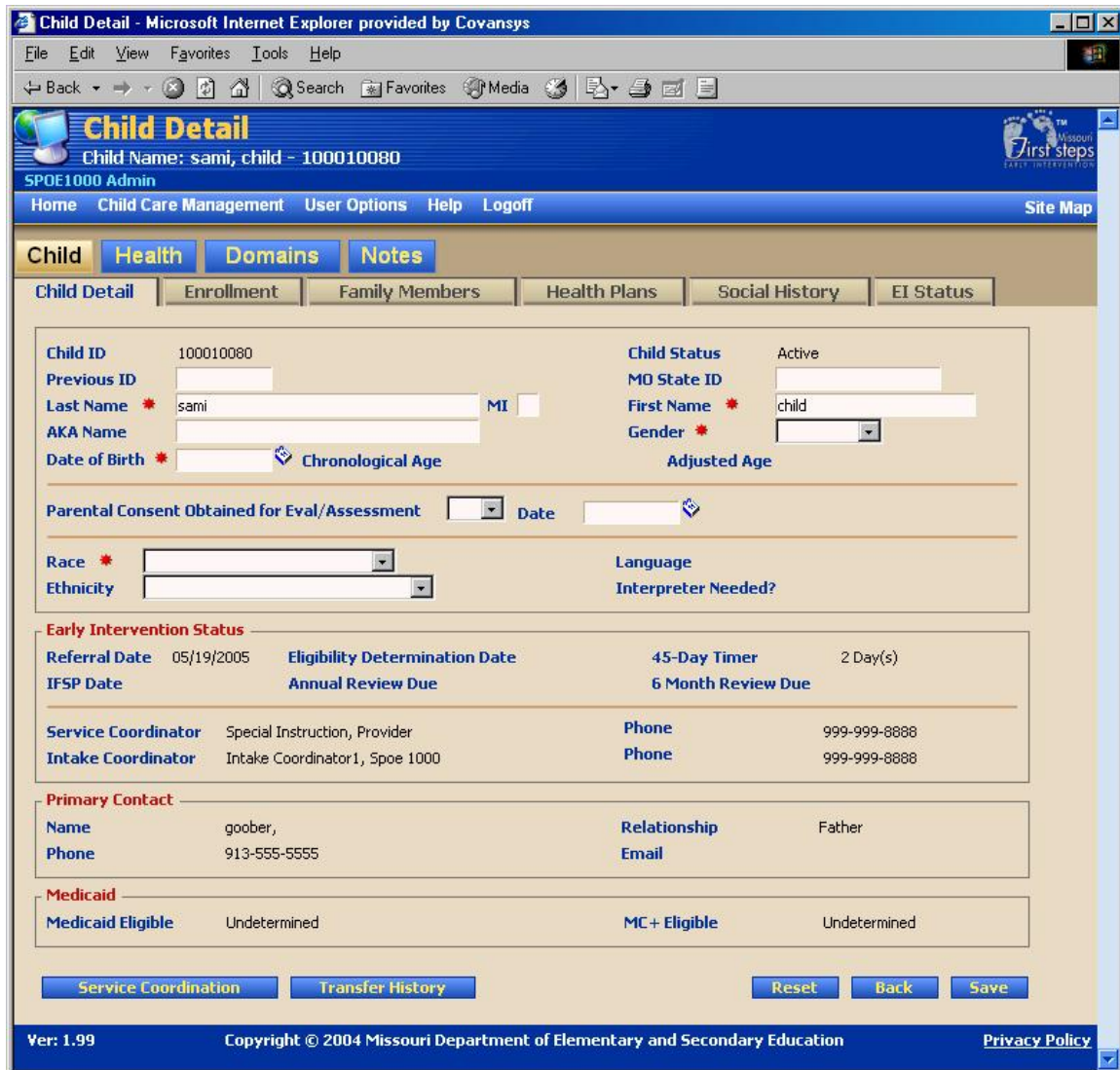
Enrollment Information

View the Details of an Enrollment Period

Use this exercise to display detailed information about a child's enrollment period.

Complete the following steps to finish this exercise:

1. On the [Child List](#) page, click the  icon in the **Detail** column for a specific child record. The [Child Detail](#) page displays.



Child Detail - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Child Detail
Child Name: sami, child - 100010080
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Notes

Child Detail Enrollment Family Members Health Plans Social History EI Status

Child ID 100010080
Previous ID
Last Name * sami MI
AKA Name
Date of Birth * Chronological Age
Child Status Active
MO State ID
First Name * child
Gender *
Adjusted Age

Parental Consent Obtained for Eval/Assessment Date

Race *
Ethnicity
Language
Interpreter Needed?

Early Intervention Status
Referral Date 05/19/2005 Eligibility Determination Date
IFSP Date Annual Review Due
45-Day Timer 2 Day(s)
6 Month Review Due

Service Coordinator Special Instruction, Provider Phone 999-999-8888
Intake Coordinator Intake Coordinator1, Spoe 1000 Phone 999-999-8888

Primary Contact
Name goober,
Phone 913-555-5555
Relationship Father
Email

Medicaid
Medicaid Eligible Undetermined MC + Eligible Undetermined

Service Coordination Transfer History Reset Back Save

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2. Click the **Enrollment** tab. The [Enrollment List](#) page displays.

Enrollment List
Child Name: Vince, Child - 100010002
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Eligibility Notes

Child Detail Enrollment Family Members Health Plans Social History EI Status

Detail	Referral Date	Age At Referral	Location Description	Enrollment End Date	End Enrollment Reason
	04/12/2005	2 months 0 days	Admin 1000	05/18/2005	Part B Eligibility Determination in Process
	03/02/2005	0 months 18 days	Admin 1000	04/11/2005	Withdrawn by Parent/Guardian

1 2 records

Back

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Tip: If no previous enrollments exist for the child, the [Enrollment Detail](#) page (pictured below) displays the current enrollment's information automatically when the **Enrollment** tab is clicked. If previous enrollments exist, the [Enrollment List](#) page displays instead.

Enrollment Detail
Child Name: Vince, Child - 100010002
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Eligibility Notes

Child Detail Enrollment Family Members Health Plans Social History EI Status

Enrollment From 04/12/2005 To 05/18/2005 Reason Part B Eligibility Determination in Process

Detail	Referral Source	Referred By	Referral Date	Referral Type
	Parent	Father, Dad	04/12/2005	Internal

1 1 records

End Enrollment View Eligibility History Back

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3. View the following information about the current enrollment:
 - Enrollment From
 - To
 - Reason
4. In the columns of the **Referral List** table, view the following information for each enrollment record:
 - Detail
 - Referral Source
 - Referred By
 - Referral Date
 - Referral Type

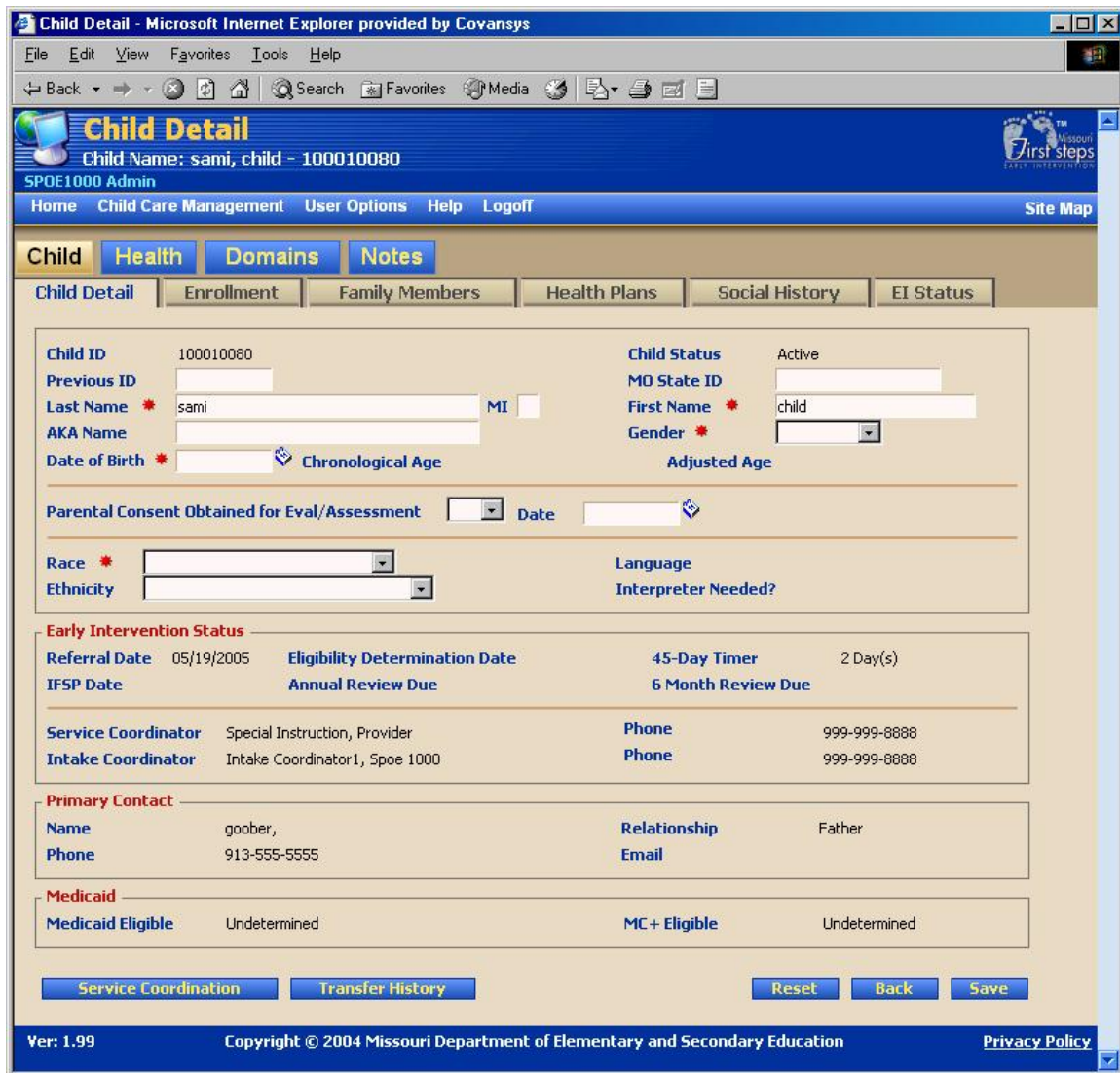
 **Tip:** You can click the  icon in the **Detail** column to display detailed referral source information for the current enrollment.

Add a Referral Source for an Enrollment Period

Use this exercise to enter referral source information for a child's enrollment period.

Complete the following steps to finish this exercise:

1. On the [Child List](#) page, click the  icon in the **Detail** column for a specific child record. The [Child Detail](#) page displays.



Child Detail
Child Name: sami, child - 100010080
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Notes

Child Detail Enrollment Family Members Health Plans Social History EI Status

Child ID 100010080 Child Status Active
Previous ID MD State ID
Last Name * sami MI First Name * child
AKA Name Gender *
Date of Birth * Chronological Age Adjusted Age

Parental Consent Obtained for Eval/Assessment Date

Race * Language
Ethnicity Interpreter Needed?

Early Intervention Status
Referral Date 05/19/2005 Eligibility Determination Date 45-Day Timer 2 Day(s)
IFSP Date Annual Review Due 6 Month Review Due

Service Coordinator Special Instruction, Provider Phone 999-999-8888
Intake Coordinator Intake Coordinator1, Spoe 1000 Phone 999-999-8888

Primary Contact
Name goober, Relationship Father
Phone 913-555-5555 Email

Medicaid
Medicaid Eligible Undetermined MC+ Eligible Undetermined

Service Coordination Transfer History Reset Back Save

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2. Click the **Enrollment** tab. The [Enrollment Detail](#) page displays.

Enrollment Detail - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media

Enrollment Detail
Child Name: sami, child - 100010080
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Notes

Child Detail Enrollment Family Members Health Plans Social History EI Status

Enrollment From 05/19/2005 To Reason

Referral List

Detail	Referral Source	Referred By	Referral Date	Referral Type
	Parent	goober,	05/19/2005	Internal

1 records

[Add Referral](#)

[End Enrollment](#) [Back](#)

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3. Click **Add Referral**. The [Referral Detail](#) page displays.

Referral Detail - Microsoft Internet Explorer provided by Covansys

Referral Source * Parent Referral Date *


Referring Person

Last Name * First Name
Phone * Email
Reason *

Referral Created Date

[Reset](#) [Close](#) [Save](#)


4. Select the **Referral Source**.

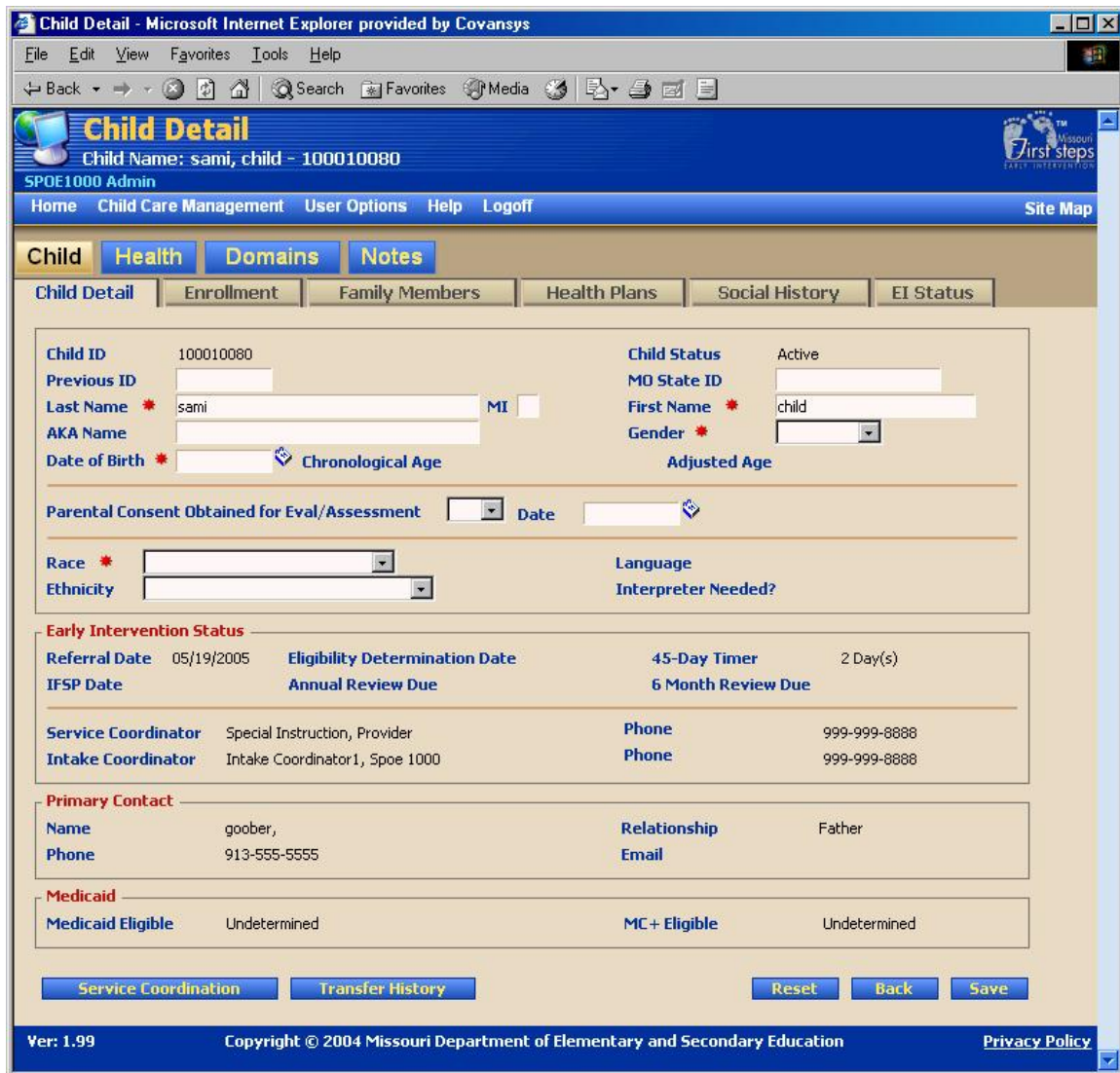
5. Enter or select the **Referral Date**. You can click the  icon to select a date from a calendar.
6. Enter the referrer's **Last Name**.
7. Enter the referrer's **First Name**.
8. Enter the referrer's **Phone** number.
9. Enter the referrer's **Email** address.
10. Enter the **Reason** for the referral.
11. Click **Save**.

End a Child's Enrollment

Use this exercise to end a child's enrollment.

Complete the following steps to finish this exercise:

1. On the [Child List](#) page, click the  icon in the **Detail** column for a specific child record. The [Child Detail](#) page displays.



Child Detail - Microsoft Internet Explorer provided by Covansys

Child Name: sami, child - 100010080

SPOE1000 Admin

Home Child Care Management User Options Help Logoff

Site Map

Child Health Domains Notes

Child Detail Enrollment Family Members Health Plans Social History EI Status

Child ID 100010080 Child Status Active

Previous ID MO State ID

Last Name * sami MI First Name * child

AKA Name Gender *

Date of Birth * Chronological Age Adjusted Age

Parental Consent Obtained for Eval/Assessment Date

Race * Language

Ethnicity Interpreter Needed?

Early Intervention Status

Referral Date	05/19/2005	Eligibility Determination Date	45-Day Timer	2 Day(s)
IFSP Date		Annual Review Due	6 Month Review Due	

Service Coordinator Special Instruction, Provider Phone 999-999-8888

Intake Coordinator Intake Coordinator1, Spoe 1000 Phone 999-999-8888

Primary Contact

Name	goober,	Relationship	Father
Phone	913-555-5555	Email	


Medicaid

Medicaid Eligible	Undetermined	MC+ Eligible	Undetermined
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Service Coordination Transfer History Reset Back Save

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2. Click the **Enrollment** tab. The [Enrollment List](#) page displays.

 **Tip:** If no previous enrollments exist for the child, the [Enrollment Detail](#) page displays the current enrollment's information automatically when the **Enrollment** tab is clicked. If you are already on the [Enrollment Detail](#) page, you can skip the next step.

3. Click the **Detail** icon next to a specific enrollment in the **Enrollment List** table. The [Enrollment Detail](#) page displays.

Enrollment Detail - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media

Enrollment Detail
Child Name: sami, child - 100010080
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Notes

Child Detail Enrollment Family Members Health Plans Social History EI Status

Enrollment From 05/19/2005 To Reason

Referral List

Detail	Referral Source	Referred By	Referral Date	Referral Type
	Parent	goober,	05/19/2005	Internal

1 records

Add Referral

End Enrollment Back

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- Click **End Enrollment**. The [End Enrollment](#) page displays.


End Enrollment - Microsoft Internet Explorer provided by Covansys

End Enrollment Date *

Reason *

Reset Close Save

- Enter the **End Enrollment Date**. You can click the icon to select a date from a calendar.

 **Tip:** Once an enrollment is ended and the record is saved, the **End Enrollment Date** text box cannot be updated or changed.


6. Select a **Reason** for ending the enrollment.
7. Click **Save**.

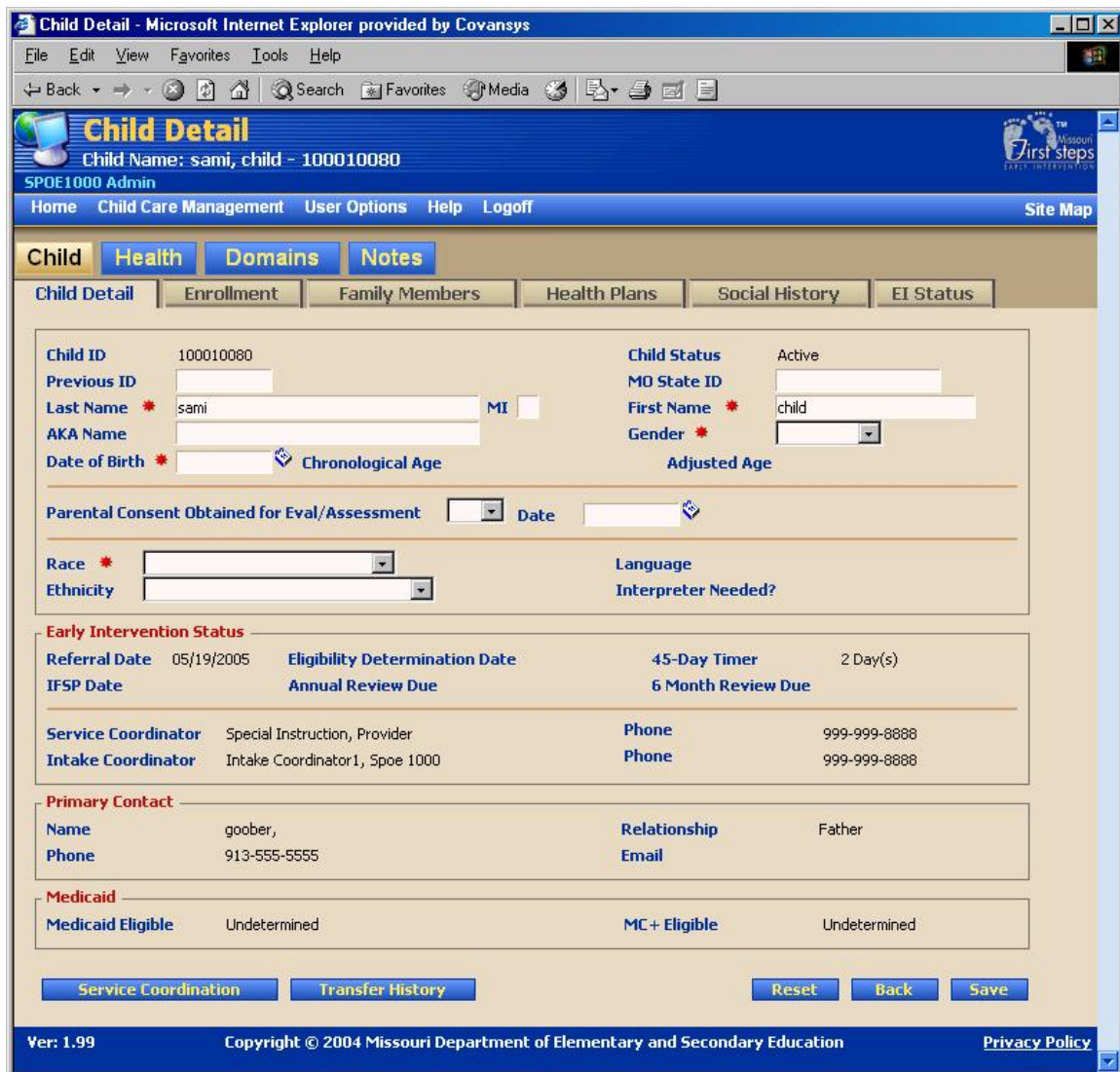
Family Member Information

View the Family Member List

Use this exercise to view a list of a child's family members.

Complete the following steps to finish this exercise:

1. On the [Child List](#) page, click the  icon in the **Detail** column for a specific child record. The [Child Detail](#) page displays.



Child Detail - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Child Detail
Child Name: sami, child - 100010080
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Notes

Child Detail Enrollment Family Members Health Plans Social History EI Status

Child ID 100010080 Child Status Active
Previous ID MO State ID
Last Name * sami MI First Name * child
AKA Name Gender *
Date of Birth * Chronological Age Adjusted Age

Parental Consent Obtained for Eval/Assessment Date

Race * Language
Ethnicity Interpreter Needed?

Early Intervention Status

Referral Date	05/19/2005	Eligibility Determination Date	45-Day Timer	2 Day(s)
IFSP Date		Annual Review Due	6 Month Review Due	

Service Coordinator Special Instruction, Provider Phone 999-999-8888
Intake Coordinator Intake Coordinator1, Spoe 1000 Phone 999-999-8888

Primary Contact

Name	goober,	Relationship	Father
Phone	913-555-5555	Email	

Medicaid

Medicaid Eligible	Undetermined	MC + Eligible	Undetermined
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Service Coordination Transfer History Reset Back Save

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2. Click the **Family Members** tab. The [Family Members](#) page displays.

Family Member List - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Family Members
Child Name: sami, child - 100010080
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Notes

Child Detail Enrollment **Family Members** Health Plans Social History EI Status

Search Filter
☒ Show Active Only

Family Member List

Detail	Last Name	First Name	Member Role	Relationship	Status
	gomer	dad	Primary Contact, Household member	Father	Active
	sami	child	Household member	Child	Active

1 2 records

[Add Member](#)

[Family Income](#) [Back](#)

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Tip: Under **Search Filter**, you can select the **Show Active Only** check box to display only currently active family members in the **Family Member List** table. When the check box is selected or cleared, the information displayed in the **Family Member List** table is refreshed.


3. View the child's family members in the **Family Member List** table.

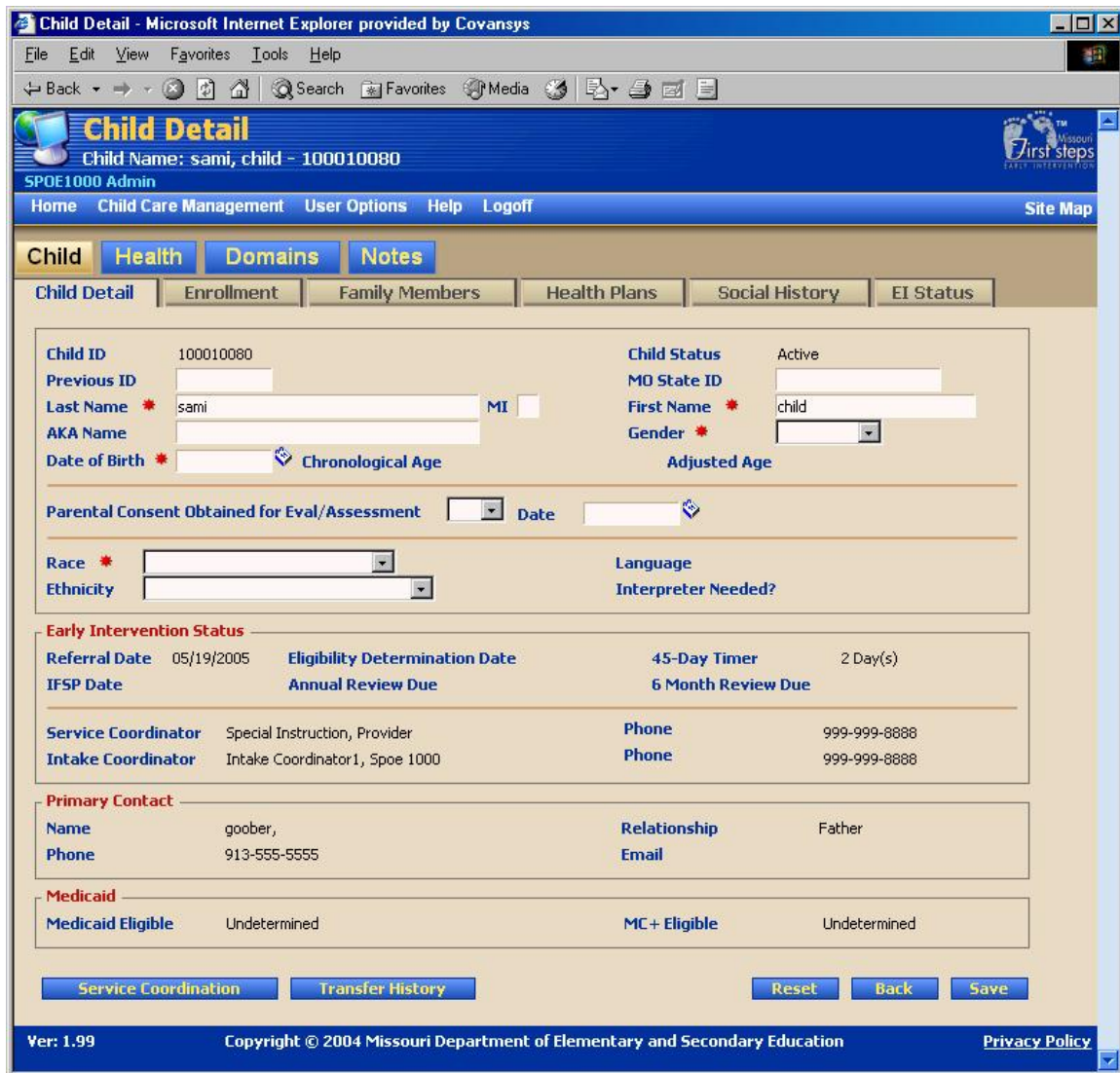
Note: Each active family member who is assigned the role of educational decision maker is highlighted in the **Family Member List** table.

Enter Information about a Family Member

Use this exercise to enter information about a family member.

Complete the following steps to finish this exercise:

1. On the [Child List](#) page, click the  icon in the **Detail** column for a specific child record. The [Child Detail](#) page displays.



Child Detail
Child Name: sami, child - 100010080
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Notes

Child Detail Enrollment Family Members Health Plans Social History EI Status

Child ID 100010080 Child Status Active
Previous ID MD State ID
Last Name * sami MI First Name * child
AKA Name Gender *
Date of Birth * Chronological Age Adjusted Age
Parental Consent Obtained for Eval/Assessment Date
Race * Language
Ethnicity Interpreter Needed?

Early Intervention Status

Referral Date	05/19/2005	Eligibility Determination Date	45-Day Timer	2 Day(s)
IFSP Date		Annual Review Due	6 Month Review Due	

Service Coordinator Special Instruction, Provider Phone 999-999-8888
Intake Coordinator Intake Coordinator1, Spoe 1000 Phone 999-999-8888

Primary Contact

Name	goober,	Relationship	Father
Phone	913-555-5555	Email	

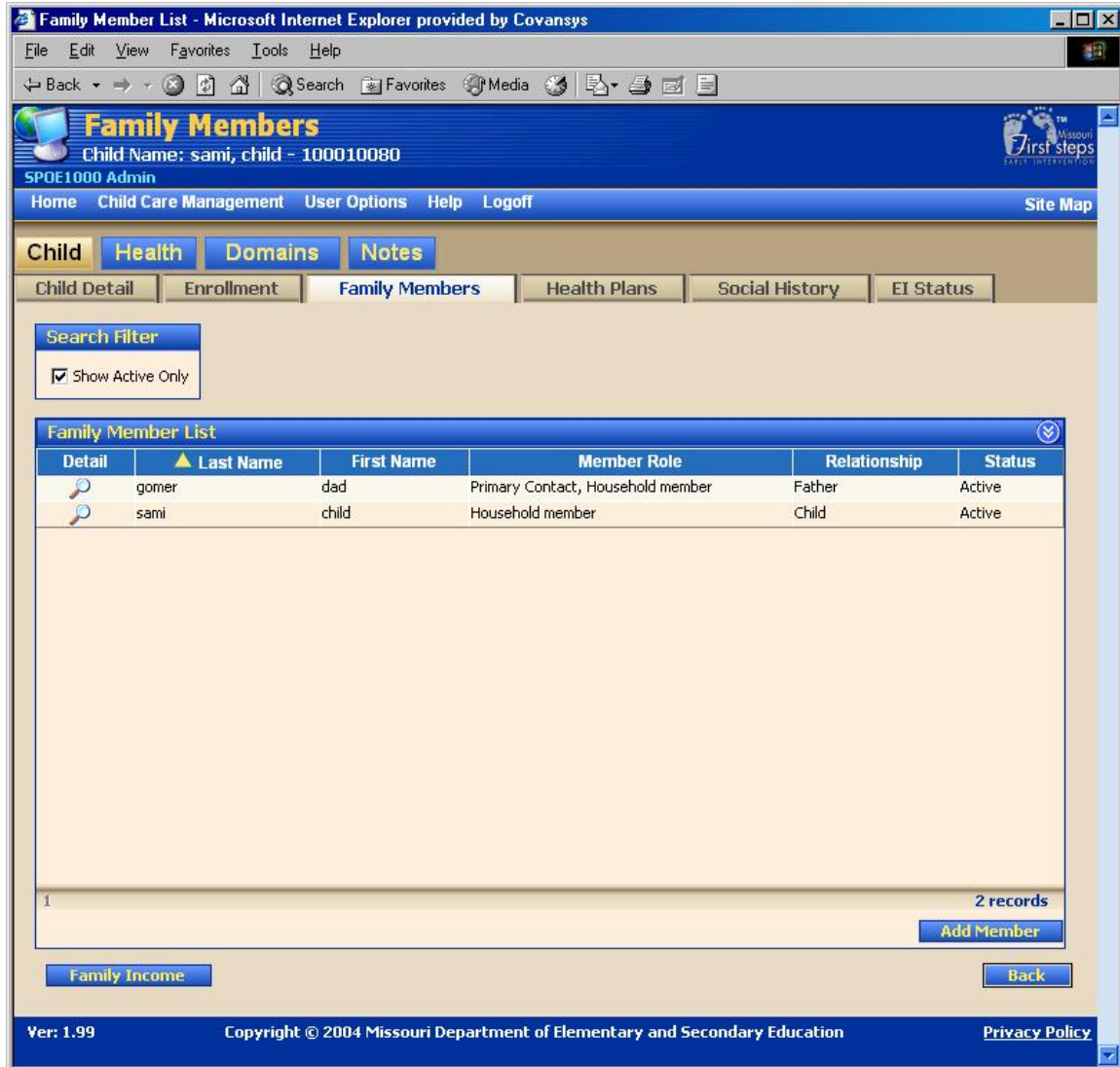
Medicaid

Medicaid Eligible	Undetermined	MC+ Eligible	Undetermined
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Service Coordination Transfer History Reset Back Save


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2. Click the **Family Members** tab. The [Family Members](#) page displays.




3. Click **Add Member**. The [Family Member Detail](#) page displays.

4. Enter the family member's **Last Name**.
5. Enter the family member's middle initial in **MI**.
6. Enter the family member's **First Name**.
7. Enter or select the family member's **Birth Date**. You can click the  icon to select a date from a calendar. This information is required only when the family member is a child.
8. Select the family member's **Relationship** to the child.

 **Tip:** Select the **Use HOH Address** check box to indicate that the family member resides at the same address as the head of the child's household. When **Save** is clicked, the **Address**, **City**, **State**, **Zip**, and **County** fields are automatically filled in with the information stored for the active family member who has been assigned the role of **Head of Household**. If an active head of household does not exist, selecting the check box has no effect.

9. Enter the street **Address** at which the family member resides.
10. Enter the **ZIP** code for the postal zone in which the family member is resides. When a valid ZIP code is entered, **City** and **State** are automatically updated. The ZIP code is required information for family members who are designated as Head of Household or Educational Decision Maker.
11. If the family member is the child, select the **County** (from [County Search](#)). If the family member is not a child, this information cannot be specified.
12. Enter the **Email** address used to contact the family member. A valid email address format must be entered.
13. Enter the **Home Phone** number used to contact the family member. This is required information if the family member is designated as the primary contact.
14. Enter the **Work Phone** number used to contact the family member.
15. Enter an alternate telephone number at which the family member can be reached in **Other Phone**.
16. Select the **Best Time to Call** the family member.
17. If the family member is a child, select the **School District** (from [School District Search](#)). If the family member is not a child, this information cannot be specified.
18. Enter the family member's social security number in **SS#**.
19. Select the family member's **Education** level.
20. Select the **Language** primarily spoken by the family member. This is required information for family members who are designated as Head of Household or Educational Decision Maker.
21. Select the **Yes** or **No** radio button in **Interpreter Needed** to indicate whether the family member requires an interpreter. This is required information for family members who are designated as Head of Household or Educational Decision Maker.
22. Enter the primary way in which the family member communicates in **Primary Mode of Communication**.
23. Select the **Yes** or **No** radio button to indicate whether the family member is **Employed**.
24. Enter the name of the family member's employer in **Employer Name**.
25. Select the **Yes** or **No** radio button to indicate whether the family member is **Paying Child Care**.
26. Enter or select the date on which the individual became a member of the family in **Member Effective Date**. You can click the  icon to select a date from a calendar.


 **Note:** Entering or selecting a **Member End Date** and clicking **Save** will inactivate the family member. Once a family member has been inactivated, no changes can be made to the family member's record, and the family member's record cannot be reactivated.

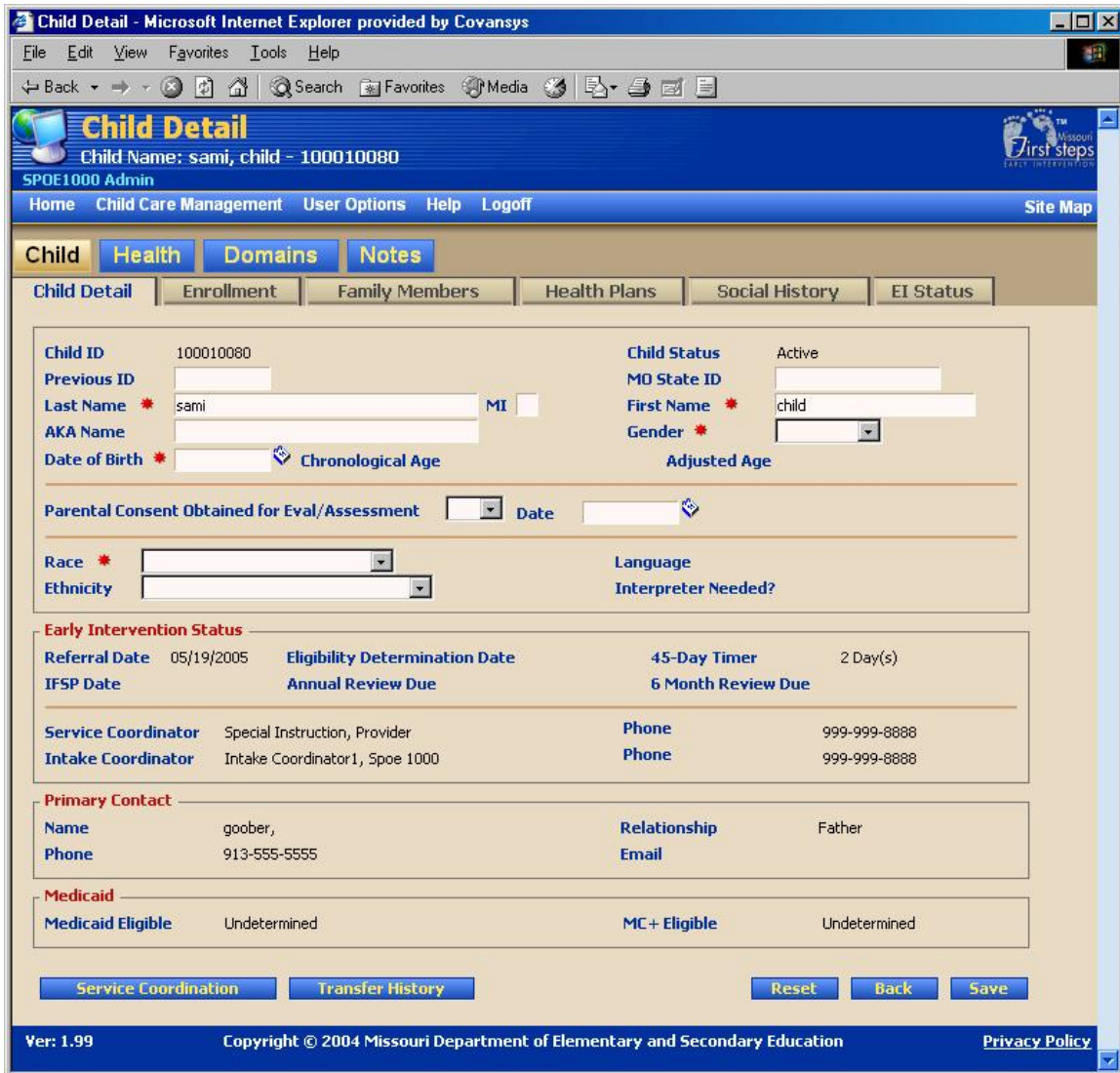
27. Click **Save**.

Specify a Family Member's Role in a Family

Use this exercise to specify a family member's role in a family.

Complete the following steps to finish this exercise:

1. On the [Child List](#) page, click the  icon in the **Detail** column for a specific child record. The [Child Detail](#) page displays.



Child Detail - Microsoft Internet Explorer provided by Covansys

Child Name: sami, child - 100010080

SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Notes

Child Detail Enrollment Family Members Health Plans Social History EI Status

Child ID: 100010080 Child Status: Active

Previous ID: MD State ID:

Last Name: * sami MI: First Name: * child

AKA Name: Gender: *

Date of Birth: * Chronological Age: Adjusted Age:

Parental Consent Obtained for Eval/Assessment: Date:

Race: * Language:

Ethnicity: Interpreter Needed?:

Early Intervention Status

Referral Date	05/19/2005	Eligibility Determination Date	45-Day Timer	2 Day(s)
IFSP Date		Annual Review Due	6 Month Review Due	

Service Coordinator: Special Instruction, Provider Phone: 999-999-8888

Intake Coordinator: Intake Coordinator1, Spoe 1000 Phone: 999-999-8888

Primary Contact

Name	goober,	Relationship	Father
Phone	913-555-5555	Email	

Medicaid

Medicaid Eligible	Undetermined	MC+ Eligible	Undetermined
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Service Coordination Transfer History Reset Back Save

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2. Click the **Family Members** tab. The [Family Members](#) page displays.

Family Member List - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media

Family Members
Child Name: sami, child - 100010080
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Notes

Child Detail Enrollment Family Members Health Plans Social History EI Status

Search Filter
☒ Show Active Only

Family Member List

Detail	Last Name	First Name	Member Role	Relationship	Status
	gomer	dad	Primary Contact, Household member	Father	Active
	sami	child	Household member	Child	Active

1 2 records

Add Member

Family Income Back

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Tip: Under **Search Filter**, you can clear the **Show Active Only** check box to display both active and inactive family member records in the **Family Member List** table. When the check box is selected or cleared, the information displayed in the **Family Member List** table is refreshed.

- Click the icon in the **Detail** column for a specific family member. The [Family Member Detail](#) page displays.

Family Member Detail
Child Name: sami, child - 100010080
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Notes

Child Detail Enrollment **Family Members** Health Plans Social History EI Status

Family Member Detail
Household - Family Member ID 121-2

Last Name * gomer MI First Name * dad
Birth Date Relationship * Father

☐ Use HOH Address

Address Email
Home Phone 913-555-5555
Work Phone
Other Phone
Best Time to Call

City
State Zip
SS# Education

Language
Interpreter Needed? ☐ Yes ☐ No
Primary mode of communication
Employed? ☐ Yes ☐ No
Employer Name
Paying Child Care? ☐ Yes ☐ No


Member Role Primary Contact, Household member
Member Effective Date * 05/19/2005 Member End Date

Family Member Role Add Member Income Reset Back Save

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Note: Each active family member who is assigned the role of **Educational Decision Maker** is highlighted in the **Family Member List** table.

4. Click **Family Member Role**. The [Family Member Role](#) page displays.
5. Under **Family Member's Current Role**, select one or more of the following check boxes to indicate the family member's role(s) within the family:
 - Head of Household
 - Educational Decision Maker
 - Primary Contact
 - Household Member

 **Note:** A family member can have multiple roles. Both the role of **Head of Household** and the role of **Primary Contact** must be assigned to at least one family member associated with the child at all times. In addition, neither the role of **Head of Household** nor the role of **Primary Contact** can be assigned to more than one family member at a given time. The **Head of Household** and **Primary Contact** roles are removed by the system from the existing family member when a new family member is assigned the role. An end date is added to the **Head of Household** role assignment that is minus one day of the new role assignment for the family member. You must have all required information entered and saved before that family member can be assigned as Head of Household or Educational Decision Maker.


6. Click **Save**.

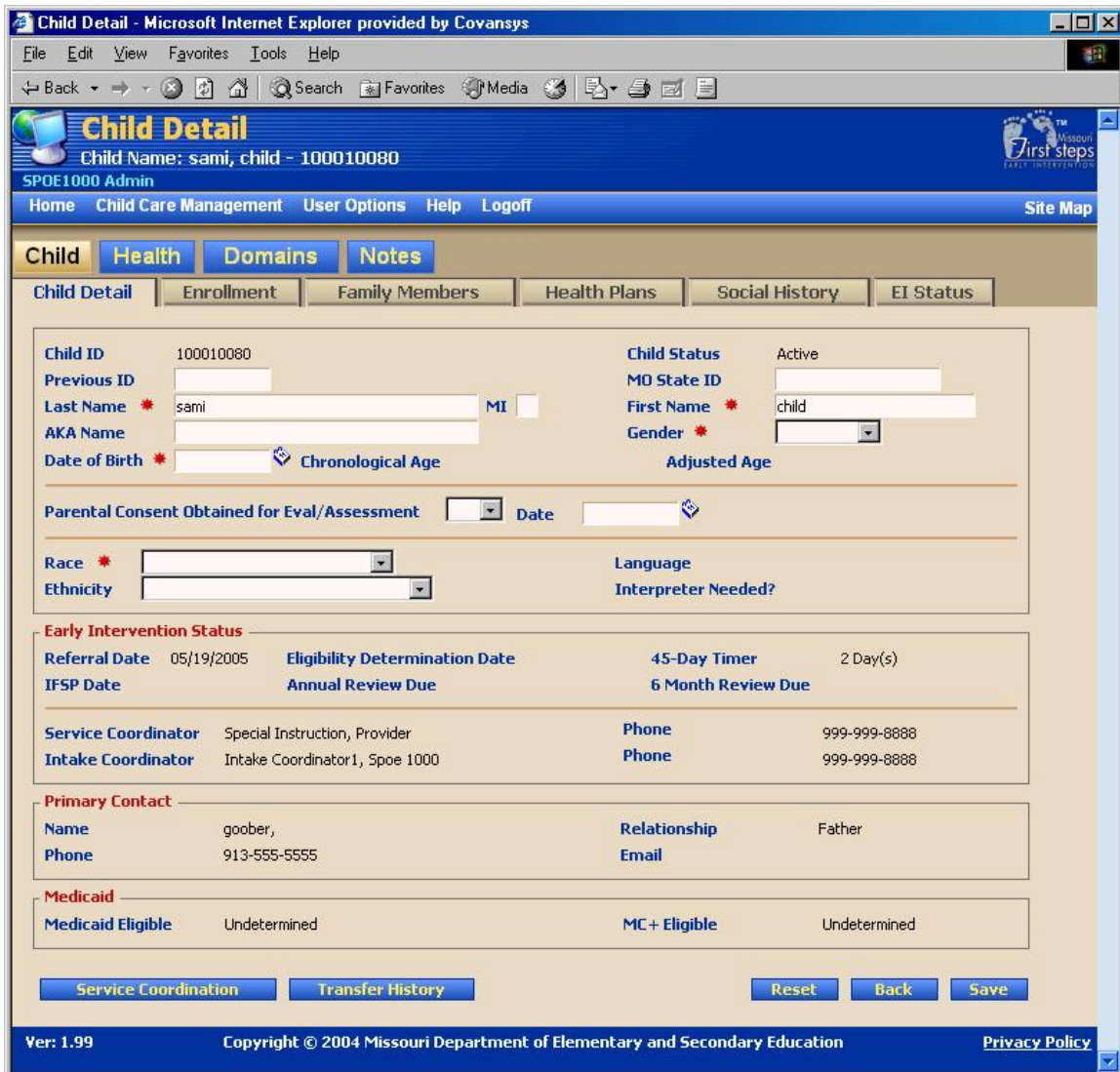
End a Family Member's Record

Use this exercise to end a family member's record.

Note: Once a family member has been inactivated, no changes can be made to the family member's record, and the family member's record cannot be reactivated.

Complete the following steps to finish this exercise:

1. On the [Child List](#) page, click the  icon in the **Detail** column for a specific child record. The [Child Detail](#) page displays.



Child Detail - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Child Detail
Child Name: sami, child - 100010080
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Notes

Child Detail Enrollment Family Members Health Plans Social History EI Status

Child ID: 100010080
Previous ID:
Last Name: * sami MI
AKA Name:
Date of Birth: * Chronological Age Adjusted Age
Child Status: Active
MO State ID:
First Name: * child
Gender: *
Parental Consent Obtained for Eval/Assessment: Date:
Race: * Language:
Ethnicity: Interpreter Needed?
Early Intervention Status
Referral Date: 05/19/2005 Eligibility Determination Date: 45-Day Timer 2 Day(s)
IFSP Date: Annual Review Due 6 Month Review Due
Service Coordinator: Special Instruction, Provider Phone: 999-999-8888
Intake Coordinator: Intake Coordinator1, Spoe 1000 Phone: 999-999-8888
Primary Contact
Name: goober, Relationship: Father
Phone: 913-555-5555 Email:
Medicaid
Medicaid Eligible: Undetermined MC + Eligible: Undetermined

Service Coordination Transfer History Reset Back Save

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2. Click the **Family Members** tab. The [Family Members](#) page displays.

Family Member List - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media

Family Members
Child Name: sami, child - 100010080
SPOE1000 Admin



Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Notes

Child Detail Enrollment Family Members Health Plans Social History EI Status

Search Filter
☒ Show Active Only

Family Member List


Detail	Last Name	First Name	Member Role	Relationship	Status
	gomer	dad	Primary Contact, Household member	Father	Active
	sami	child	Household member	Child	Active


1 2 records

[Add Member](#)


[Family Income](#) [Back](#)

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 **Tip:** Under **Search Filter**, you can clear the **Show Active Only** check box to display both active and inactive family member records in the **Family Member List** table. When the check box is selected or cleared, the information displayed in the **Family Member List** table is refreshed.

- Click the  icon in the **Detail** column for a specific family member. The [Family Member Detail](#) page displays.

Note: Each active family member who is assigned the role of **Educational Decision Maker** is highlighted in the **Family Member List** table.

4. Enter or select the date on which to end the family member's record in **Member End Date**. You can click the  icon to select a date from a calendar.


Note: A **Member End Date** cannot be entered for a family member who is currently assigned the role of **Head of Household**. If you need to end the record for a family member's who is currently designated as the **Head of Household**, you must first remove the **Head of Household** role from the family member and assign a new **Head of Household** within the family.

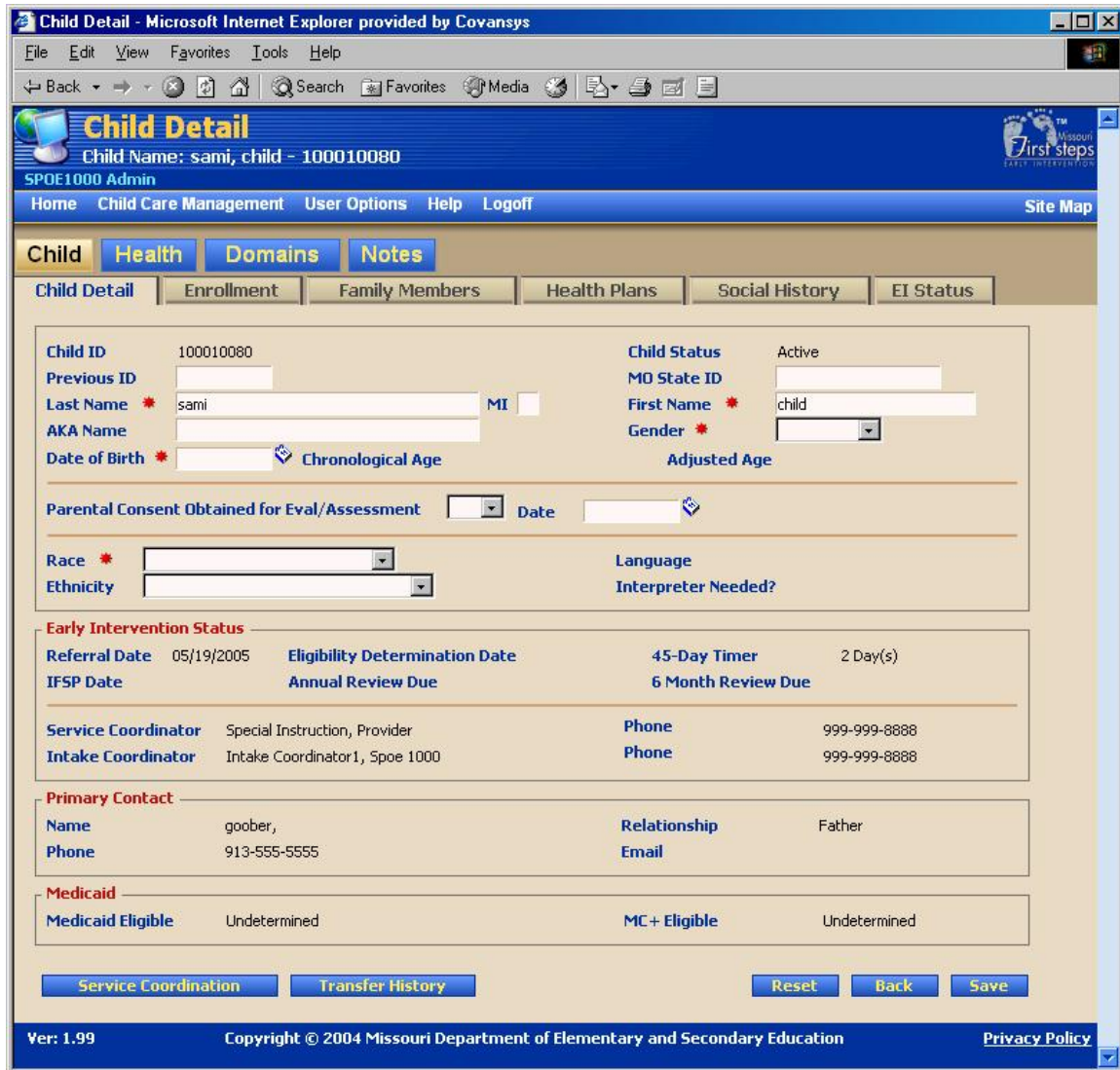
5. Click **Save**.

Enter a Family Member's Income

Use this exercise to enter a family member's income information from the [Family Member Detail](#) page.

Complete the following steps to finish this exercise:

1. On the [Child List](#) page, click the  icon in the **Detail** column for a specific child record. The [Child Detail](#) page displays.



Child Detail - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print

Child Detail
Child Name: sami, child - 100010080
SP0E1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Notes

Child Detail Enrollment Family Members Health Plans Social History EI Status

Child ID 100010080 Child Status Active
Previous ID MO State ID
Last Name * sami MI First Name * child
AKA Name Gender *
Date of Birth * Chronological Age Adjusted Age
Parental Consent Obtained for Eval/Assessment ☐ Date
Race * Language
Ethnicity Interpreter Needed?

Early Intervention Status

Referral Date	05/19/2005	Eligibility Determination Date	45-Day Timer	2 Day(s)
IFSP Date		Annual Review Due	6 Month Review Due	

Service Coordinator Special Instruction, Provider Phone 999-999-8888
Intake Coordinator Intake Coordinator1, Spoe 1000 Phone 999-999-8888

Primary Contact

Name	goober,	Relationship	Father
Phone	913-555-5555	Email	

Medicaid

Medicaid Eligible	Undetermined	MC + Eligible	Undetermined
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Service Coordination Transfer History Reset Back Save

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2. Click the **Family Members** tab. The [Family Members](#) page displays.

Family Member List

Child Name: sami, child - 100010080
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Notes

Child Detail Enrollment **Family Members** Health Plans Social History EI Status

Search Filter
☒ Show Active Only

Detail	Last Name	First Name	Member Role	Relationship	Status
	gomer	dad	Primary Contact, Household member	Father	Active
	sami	child	Household member	Child	Active

1 2 records

[Add Member](#)

[Family Income](#) [Back](#)

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Tip: Under **Search Filter**, you can clear the **Show Active Only** check box to display both active and inactive family member records in the **Family Member List** table. When the check box is selected or cleared, the information displayed in the **Family Member List** table is refreshed.

3. In the columns of the **Family Member List** table, view the following information for each family member:
 - Detail
 - Last Name
 - First Name
 - Member Role
 - Relationship
 - Status

Note: Each family member who has been assigned the role of educational decision maker is highlighted in the **Family Member List** table.

- Click the icon in the **Detail** column for a specific family member. The [Family Member Detail](#) page displays.

Family Member Detail
Child Name: sami, child - 100010080
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Notes

Child Detail Enrollment Family Members Health Plans Social History EI Status

Family Member Detail

Household - Family Member ID 121-2

Last Name * gomer MI First Name * dad Relationship * Father

Birth Date

☐ Use HOH Address

Address

City

State Zip

SS# Education

Language

Interpreter Needed? ☐ Yes ☐ No

Primary mode of communication

Employed? ☐ Yes ☐ No

Employer Name

Paying Child Care? ☐ Yes ☐ No

Member Role Primary Contact, Household member

Member Effective Date * 05/19/2005 Member End Date

Family Member Role Add Member Income Reset Back Save

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- Click **Add Member Income**. The [Income Detail](#) page displays.

Income Detail - Microsoft Internet Explorer provided by Covansys


Family Member * gomer, dad


Effective Date * 05/20/2005

End Date


Income				
Income Type	Amount	How Often	Monthly	Yearly
Wages/Fees/Commissions/Tips	\$0.00	Yearly	\$0.00	\$0.00
Social Security	\$0.00	Yearly	\$0.00	\$0.00
Dividends/Interest	\$0.00	Yearly	\$0.00	\$0.00
Unemployment Compensation	\$0.00	Yearly	\$0.00	\$0.00
Alimony/Child Support	\$0.00	Yearly	\$0.00	\$0.00
Contribution from non Household members	\$0.00	Yearly	\$0.00	\$0.00
Others	\$0.00	Yearly	\$0.00	\$0.00
Totals			\$0.00	\$0.00

Reset Close Save

- Enter or select the date on which the family member began earning the income in **Effective Date**. The default is today's date. You can click the  icon to select a date from a calendar. The date specified must be equal to or greater than the family member's effective date. Dates in the past are accepted.

 **Note:** Entering or selecting an **End Date** and clicking **Save** will inactivate the income record. Once an income record has been inactivated, no changes can be made to the income record, and the income record cannot be reactivated.

- In the columns of the **Income** table, complete the following information for the applicable income type(s):
 - Amount
 - How Often


 **Note:** **Monthly**, **Yearly**, and **Annual** are calculated automatically by the system based on the **Amount** and **How Often** specified..

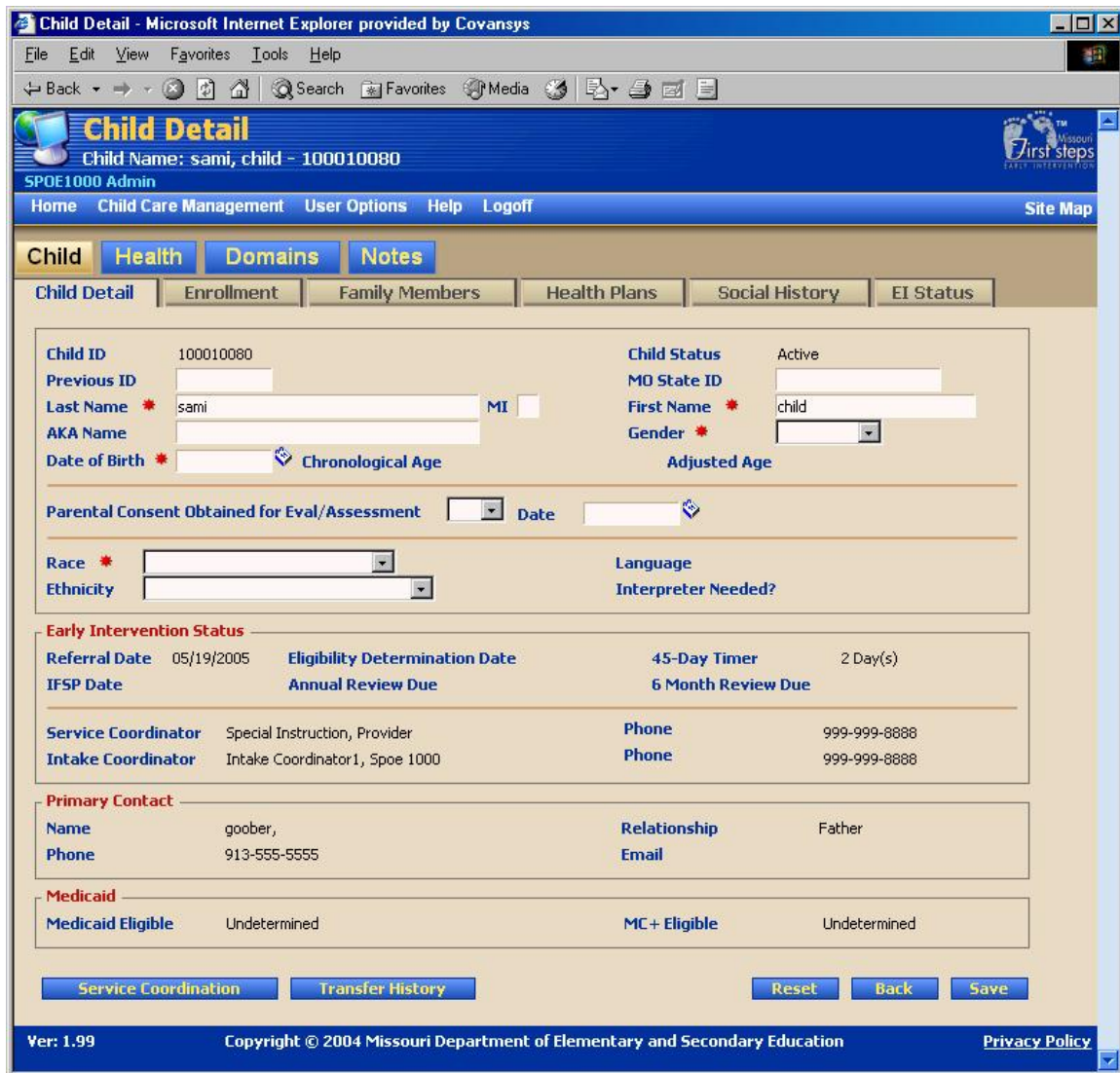
- Click **Save**.

View a Family Income List

Use this exercise to view a list of incomes for a family.

Complete the following steps to finish this exercise:

1. On the [Child List](#) page, click the  icon in the **Detail** column for a specific child record. The [Child Detail](#) page displays.



Child Detail
Child Name: sami, child - 100010080
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Notes

Child Detail Enrollment Family Members Health Plans Social History EI Status

Child ID 100010080 Child Status Active
Previous ID MO State ID
Last Name * sami MI First Name * child
AKA Name Gender *
Date of Birth * Chronological Age Adjusted Age

Parental Consent Obtained for Eval/Assessment Date

Race * Language
Ethnicity Interpreter Needed?

Early Intervention Status

Referral Date	05/19/2005	Eligibility Determination Date	45-Day Timer	2 Day(s)
IFSP Date		Annual Review Due	6 Month Review Due	

Service Coordinator Special Instruction, Provider Phone 999-999-8888
Intake Coordinator Intake Coordinator1, Spoe 1000 Phone 999-999-8888

Primary Contact

Name	goober,	Relationship	Father
Phone	913-555-5555	Email	

Medicaid

Medicaid Eligible	Undetermined	MC+ Eligible	Undetermined
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Service Coordination Transfer History Reset Back Save

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2. Click the **Family Members** tab. The [Family Members](#) page displays.

The screenshot shows a web browser window titled "Family Member List - Microsoft Internet Explorer provided by Covansys". The page has a blue header with the "Family Members" title and a sub-header "Child Name: sami, child - 100010080". Below the header is a navigation bar with links: Home, Child Care Management, User Options, Help, Logoff, and Site Map. The main content area has tabs for Child, Health, Domains, and Notes. Under the Child tab, there are sub-tabs: Child Detail, Enrollment, Family Members (selected), Health Plans, Social History, and EI Status. A "Search Filter" box contains a checked option "Show Active Only". Below this is a "Family Member List" table with the following data:

Detail	Last Name	First Name	Member Role	Relationship	Status
	gomer	dad	Primary Contact, Household member	Father	Active
	sami	child	Household member	Child	Active

At the bottom of the table, it says "2 records". Below the table is a "Family Income" button and a "Back" button. The footer contains "Ver: 1.99", "Copyright © 2004 Missouri Department of Elementary and Secondary Education", and a "Privacy Policy" link.

3. Click **Family Income**. The [Family Income](#) page displays.

Family Income - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media

Family Income
Child Name: sami, child - 100010080
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Notes

Child Detail Enrollment Family Members Health Plans Social History EI Status

Family Income

Detail	Last Name	First Name	Effective Date	End Date	Annual Income
	gomer	dad	05/20/2005		\$95,000.00

1 records

Annual Family Income Total \$95,000.00 Add Member Income

Back


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4. View the list of family members' income records in the **Family Income** table.


Tip: You can click the icon in the **Detail** column to display detailed income information. The [Income Detail](#) page displays when clicked.

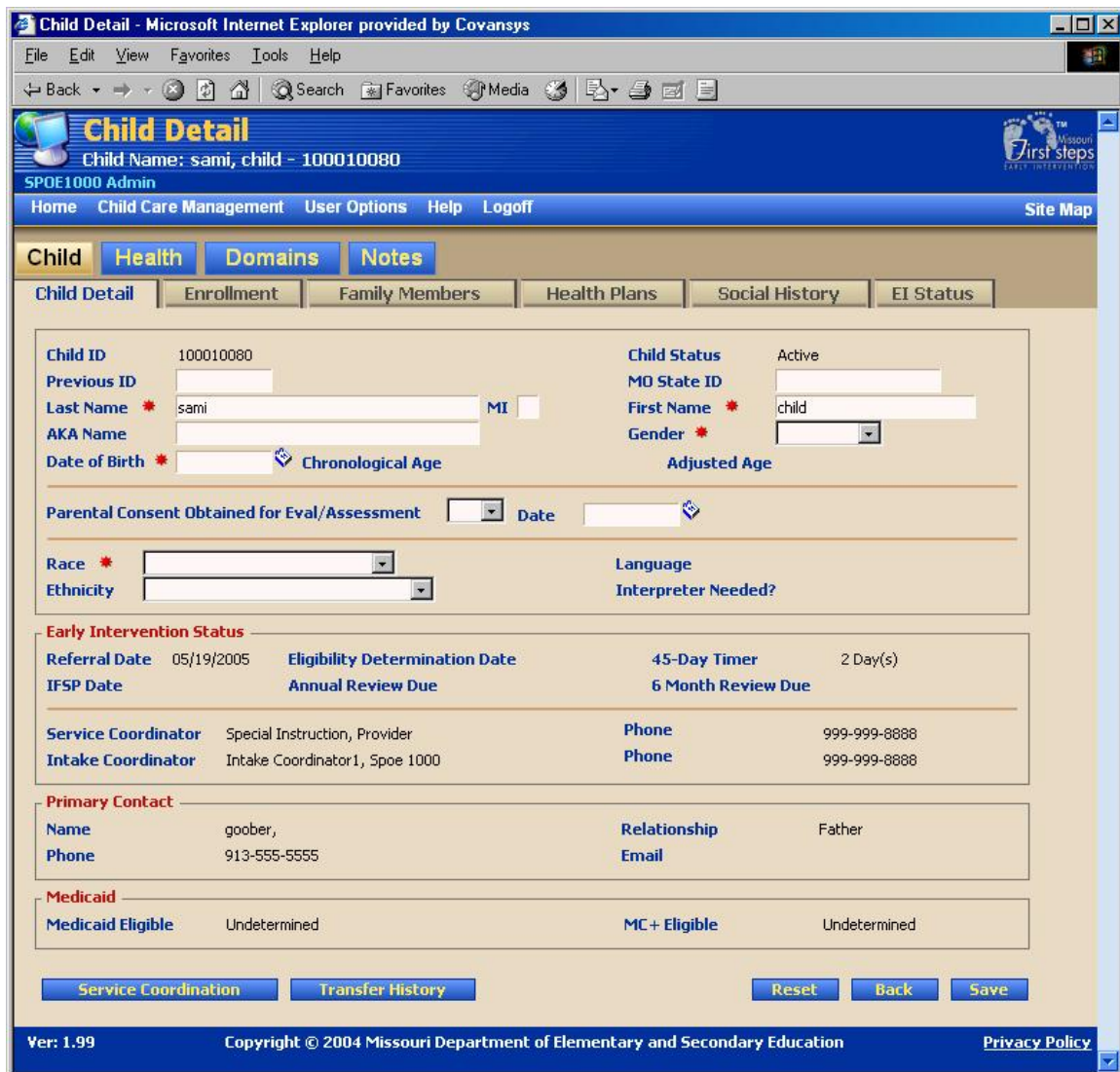
End a Family Member's Income Record

Use this exercise to end a family member's income record from the [Family Income](#) page.

 **Note:** Once an income record has been inactivated, no changes can be made to the income record, and the income record cannot be reactivated.

Complete the following steps to finish this exercise:

1. On the [Child List](#) page, click the  icon in the **Detail** column for a specific child record. The [Child Detail](#) page displays.



Child Detail
Child Name: sami, child - 100010080
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Notes

Child Detail Enrollment Family Members Health Plans Social History EI Status

Child ID 100010080 Child Status Active
Previous ID MO State ID
Last Name * sami MI First Name * child
AKA Name Gender *
Date of Birth * Chronological Age Adjusted Age
Parental Consent Obtained for Eval/Assessment Date
Race * Language
Ethnicity Interpreter Needed?

Early Intervention Status
Referral Date 05/19/2005 Eligibility Determination Date 45-Day Timer 2 Day(s)
IFSP Date Annual Review Due 6 Month Review Due
Service Coordinator Special Instruction, Provider Phone 999-999-8888
Intake Coordinator Intake Coordinator1, Spoe 1000 Phone 999-999-8888

Primary Contact
Name goober, Relationship Father
Phone 913-555-5555 Email

Medicaid
Medicaid Eligible Undetermined MC + Eligible Undetermined

Service Coordination Transfer History Reset Back Save

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2. Click the **Family Members** tab. The [Family Members](#) page displays.

Family Member List - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media

Family Members
Child Name: sami, child - 100010080
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Notes

Child Detail Enrollment Family Members Health Plans Social History EI Status

Search Filter
☒ Show Active Only

Family Member List

Detail	Last Name	First Name	Member Role	Relationship	Status
	gomer	dad	Primary Contact, Household member	Father	Active
	sami	child	Household member	Child	Active

1 2 records

Add Member

Family Income Back

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- Click **Family Income**. The [Family Income](#) page displays.

Family Income - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media

Family Income
Child Name: sami, child - 100010080
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Notes

Child Detail Enrollment Family Members Health Plans Social History EI Status

Family Income

Detail	Last Name	First Name	Effective Date	End Date	Annual Income
	gomer	dad	05/20/2005		\$95,000.00

1 records


Annual Family Income Total \$95,000.00 Add Member Income

Back

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4. In the columns of the **Family Income** table, view the following information for each income record:
 - Detail
 - Last Name
 - First Name
 - Effective Date
 - End Date
 - Annual Income
5. Click the icon in the **Detail** column for a specific income record. The [Income Detail](#) page displays.

Income Detail - Microsoft Internet Explorer provided by Covansys

Family Member * gomer, dad
 Effective Date * 05/20/2005
 End Date 

Income				
Income Type	Amount	How Often	Monthly	Yearly
Wages/Fees/Commissions/Tips	\$95000.00	Yearly	\$7,916.67	\$95,000.00
Social Security	\$0.00	Yearly	\$0.00	\$0.00
Dividends/Interest	\$0.00	Yearly	\$0.00	\$0.00
Unemployment Compensation	\$0.00	Yearly	\$0.00	\$0.00
Alimony/Child Support	\$0.00	Yearly	\$0.00	\$0.00
Contribution from non Household members	\$0.00	Yearly	\$0.00	\$0.00
Others	\$0.00	Yearly	\$0.00	\$0.00
Totals			\$7,916.67	\$95,000.00


Reset Close Save

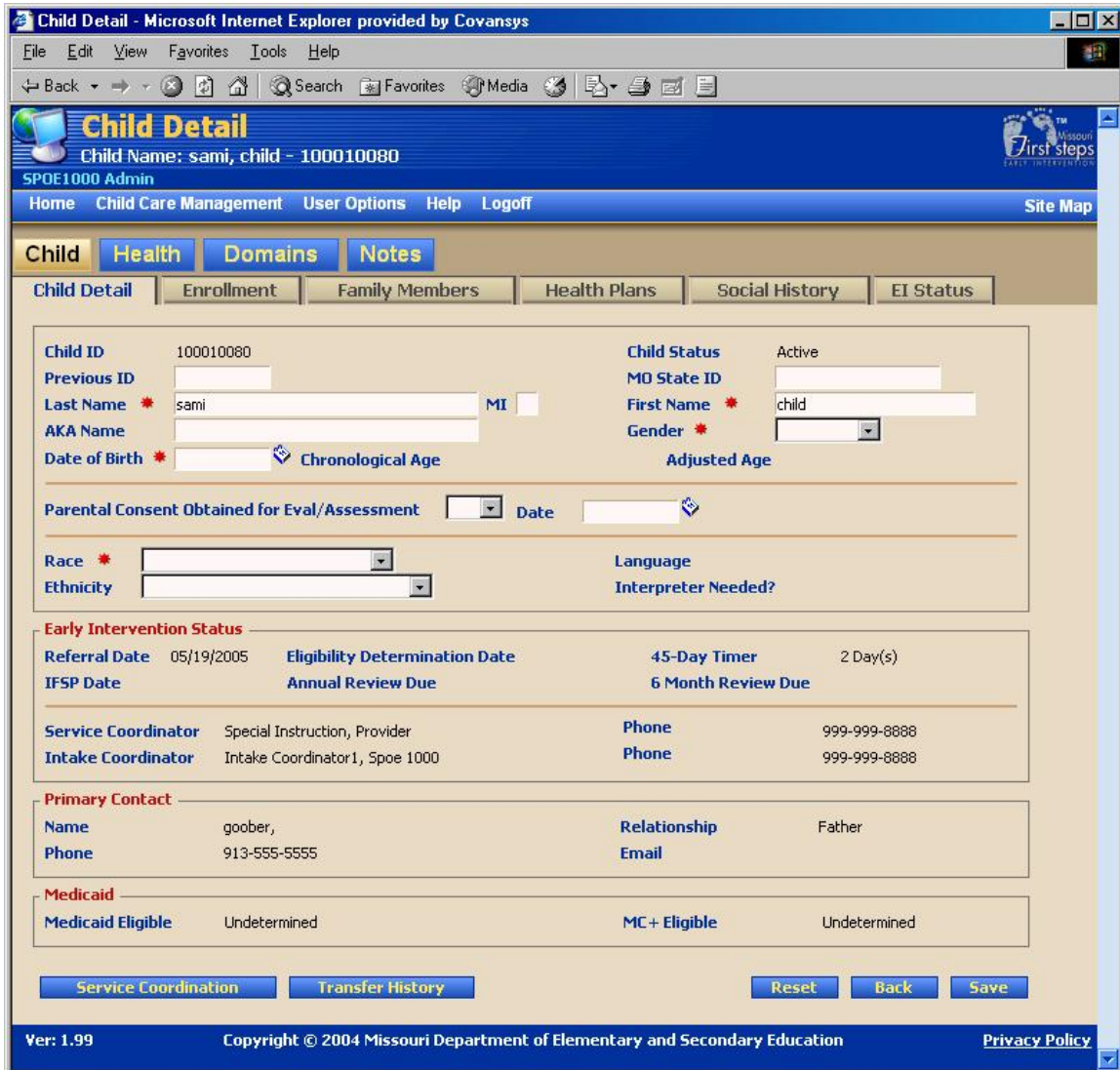
6. Enter or select the date on which the family member ceased to earn the income in **End Date**. You can click the  icon to select a date from a calendar.
7. Click **Save**.

Transfer a Child's Record to a Different Household from Family Member Detail

Use this exercise to transfer a child's record to a different household from the [Family Member Detail](#) page.

Complete the following steps to finish this exercise:

1. On the [Child List](#) page, click the  icon in the **Detail** column for a specific child record. The [Child Detail](#) page displays.



Child Detail - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print

Child Detail
Child Name: sami, child - 100010080
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Notes

Child Detail Enrollment Family Members Health Plans Social History EI Status

Child ID 100010080 Child Status Active
Previous ID MO State ID
Last Name * sami MI First Name * child
AKA Name Gender *
Date of Birth * Chronological Age Adjusted Age

Parental Consent Obtained for Eval/Assessment ☐ Date

Race * Language
Ethnicity Interpreter Needed?

Early Intervention Status

Referral Date	05/19/2005	Eligibility Determination Date	45-Day Timer	2 Day(s)
IFSP Date		Annual Review Due	6 Month Review Due	

Service Coordinator Special Instruction, Provider Phone 999-999-8888
Intake Coordinator Intake Coordinator1, Spoe 1000 Phone 999-999-8888

Primary Contact

Name	goober,	Relationship	Father
Phone	913-555-5555	Email	

Medicaid

Medicaid Eligible	Undetermined	MC+ Eligible	Undetermined
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Service Coordination Transfer History Reset Back Save

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2. Click the **Family Members** tab. The [Family Members](#) page displays.

Family Member List - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media

Family Members
Child Name: sami, child - 100010080
SPOE1000 Admin



Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Notes

Child Detail Enrollment Family Members Health Plans Social History EI Status

Search Filter
☒ Show Active Only

Family Member List


Detail	Last Name	First Name	Member Role	Relationship	Status
	gomer	dad	Primary Contact, Household member	Father	Active
	sami	child	Household member	Child	Active



1 2 records

[Add Member](#)

[Family Income](#) [Back](#)

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 **Tip:** Under **Search Filter**, you can clear the **Show Active Only** check box to display both active and inactive family member records in the **Family Member List** table. When the check box is selected or cleared, the information displayed in the **Family Member List** table is refreshed.

- click the  icon in the **Detail** column for the child in the **Family Member List** table. The [Family Member Detail](#) page displays. You must click on the  icon for the child to have access to the Household Transfers option.

Family Member Detail - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Family Member Detail
Child Name: sami, child - 100010080
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Notes

Child Detail Enrollment Family Members Health Plans Social History EI Status

Family Member Detail

Household - Family Member ID 121-1

Last Name * sami MI First Name * child

Birth Date Relationship * Child

☐ Use HOH Address

Address Email

Home Phone 913-555-5555

Work Phone

Other Phone

Best Time to Call

City State Zip

County * Johnson School District * none

SS# Education

Language

Interpreter Needed? ☐ Yes ☐ No

Primary mode of communication

Member Role Household member

Member Effective Date * 05/19/2005

Family Member Role Add Member Income Household Transfers Reset Back Save

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4. Click **Household Transfers**. The [Household Transfer](#) page displays.

Household Transfer - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media

Household Transfer
Child Name: sami, child - 100010080
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Notes

Child Detail Enrollment Family Members Health Plans Social History EI Status


Child ID 100010080
Child Name sami, child

Move From Household (Family)
Household ID 121 Head of Household

Move To Household (Family)
Household ID * Head of Household

Reset Back Save

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- Click the  icon displayed to the right of the **Household ID**. The [Household ID Search](#) page displays.

The screenshot shows a web application window titled "Household - Microsoft Internet Explorer provided by Covansys". Inside the window, there is a search instruction: "To perform a search select a search option, enter the search criteria and then select the **Search** button. The search result may only display household with head of household assigned." Below this, the "Household ID Search" section contains three search options, each with a radio button: "Head of Household" (with sub-fields for "Last Name" and "First Name"), "Household ID" (with a single input field), and "Home Phone" (with a single input field labeled "Phone"). A blue "Search" button is located to the right of these options. Below the search section is a "Household List" table, which is currently empty. At the bottom of the window, there are two buttons: "New Household" on the left and "Close" on the right.

6. Select the appropriate radio button and enter filter criteria in the following fields as necessary to perform a search:
 - Last Name (a minimum of 2 characters must be entered)
 - First Name
 - Household ID (a complete ID must be entered)
 - Phone
7. Click **Search** to perform a search based on the specified filter criteria. The information displayed in the **Household List** table is refreshed.

Household - Microsoft Internet Explorer provided by Covansys

To perform a search select a search option, enter the search criteria and then select the **Search** button. The search result may only display household with head of household assigned.

Household ID Search

☐ **Head of Household**

Last Name: child
First Name:

☐ **Household ID**

Household ID:

☐ **Home Phone**

Phone:

Search

Household List

Select	▲ Household ID	Head of Household	Home Phone	County	Address
Select	5	Child, Dad	816-123-1234	Jackson	123 W 123rd Street KANSAS CITY, MO 64101

1 records

New Household **Close**


8. In the **Household List** table, click the link in the **Select** column to specify the household to which you want to transfer the child's record. The [Household Transfer](#) page displays.
9. Click **Save**.

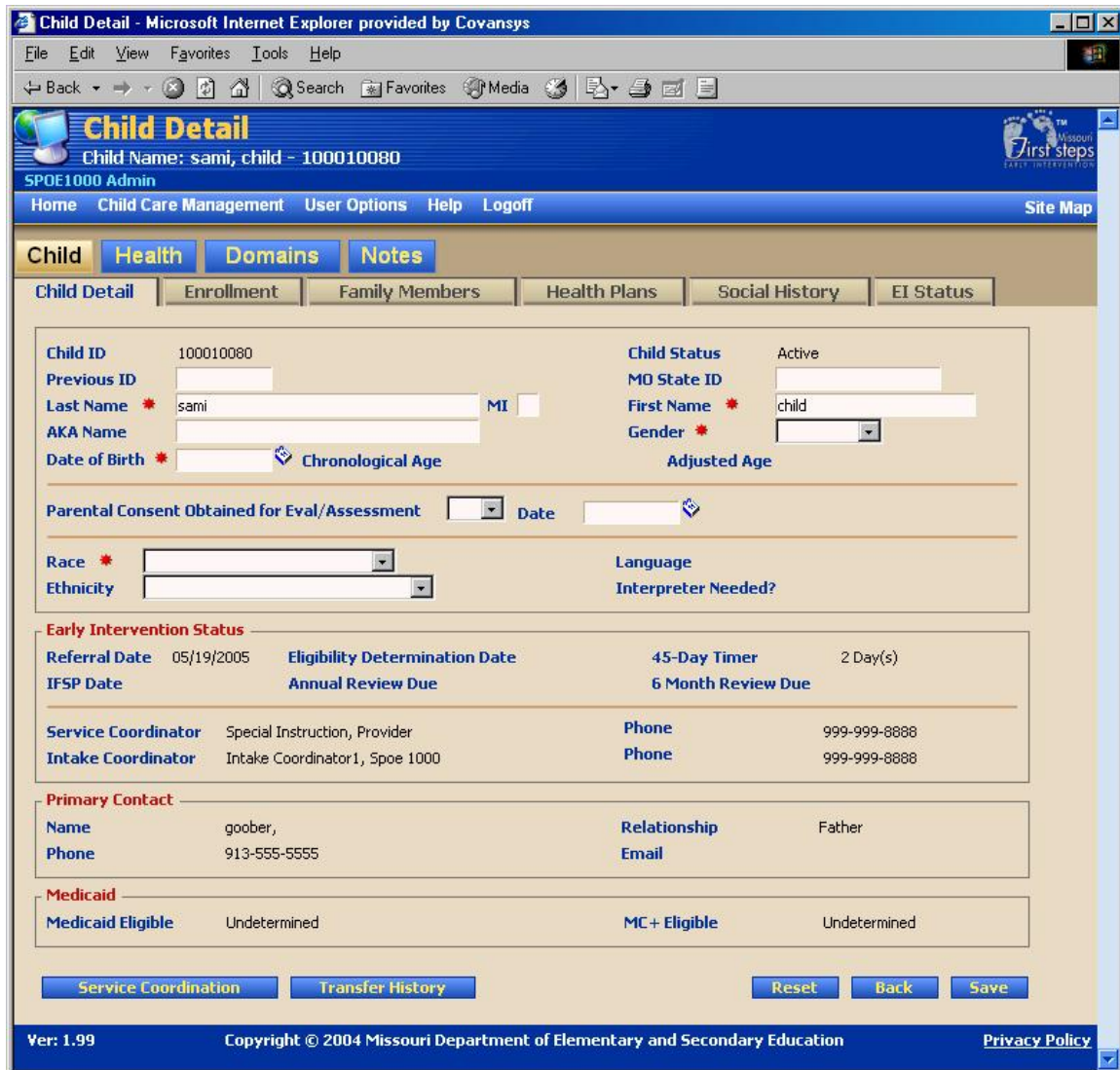
Health Plan Information

View the Health Plan List

Use this exercise to view a list of health plans in which a family has enrolled.

Complete the following steps to finish this exercise:

1. On the [Child List](#) page, click the  icon in the **Detail** column for a specific child record. The [Child Detail](#) page displays.



Child Detail - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Child Detail
Child Name: sami, child - 100010080
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Notes

Child Detail Enrollment Family Members Health Plans Social History EI Status

Child ID 100010080 Child Status Active
Previous ID MO State ID
Last Name * sami MI First Name * child
AKA Name Gender *
Date of Birth * Chronological Age Adjusted Age
Parental Consent Obtained for Eval/Assessment Date
Race * Language
Ethnicity Interpreter Needed?

Early Intervention Status

Referral Date	05/19/2005	Eligibility Determination Date	45-Day Timer	2 Day(s)
IFSP Date		Annual Review Due	6 Month Review Due	

Service Coordinator Special Instruction, Provider Phone 999-999-8888
Intake Coordinator Intake Coordinator1, Spoe 1000 Phone 999-999-8888

Primary Contact

Name	goober,	Relationship	Father
Phone	913-555-5555	Email	

Medicaid

Medicaid Eligible	Undetermined	MC + Eligible	Undetermined
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Service Coordination Transfer History Reset Back Save

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2. Click the **Health Plans** tab. The [Health Plans](#) page displays.

The screenshot shows a web browser window titled "Health Plan List - Microsoft Internet Explorer provided by Covansys". The page has a blue header with the "Health Plans" logo and a child name "sami, child - 100010080". Below the header is a navigation bar with links: Home, Child Care Management, User Options, Help, Logoff, and Site Map. The main content area has tabs for Child, Health, Domains, and Notes. Under the Health tab, there are sub-tabs: Child Detail, Enrollment, Family Members, Health Plans, Social History, and EI Status. The Health Plans tab is active, displaying a table titled "Health Plan List".

Detail	Name	Health Plan	Effective Date	End Date
	gomer, dad	Insurance/PRU Plus	05/20/2005	

At the bottom of the table, it says "1 records". Below the table are three buttons: "Add Insurance", "Add Medicaid", and "Add MC+". A "Back" button is also present. The footer contains the version "Ver: 1.99", copyright "Copyright © 2004 Missouri Department of Elementary and Secondary Education", and a "Privacy Policy" link.


3. View the list of health plans in the **Health Plan List** table.

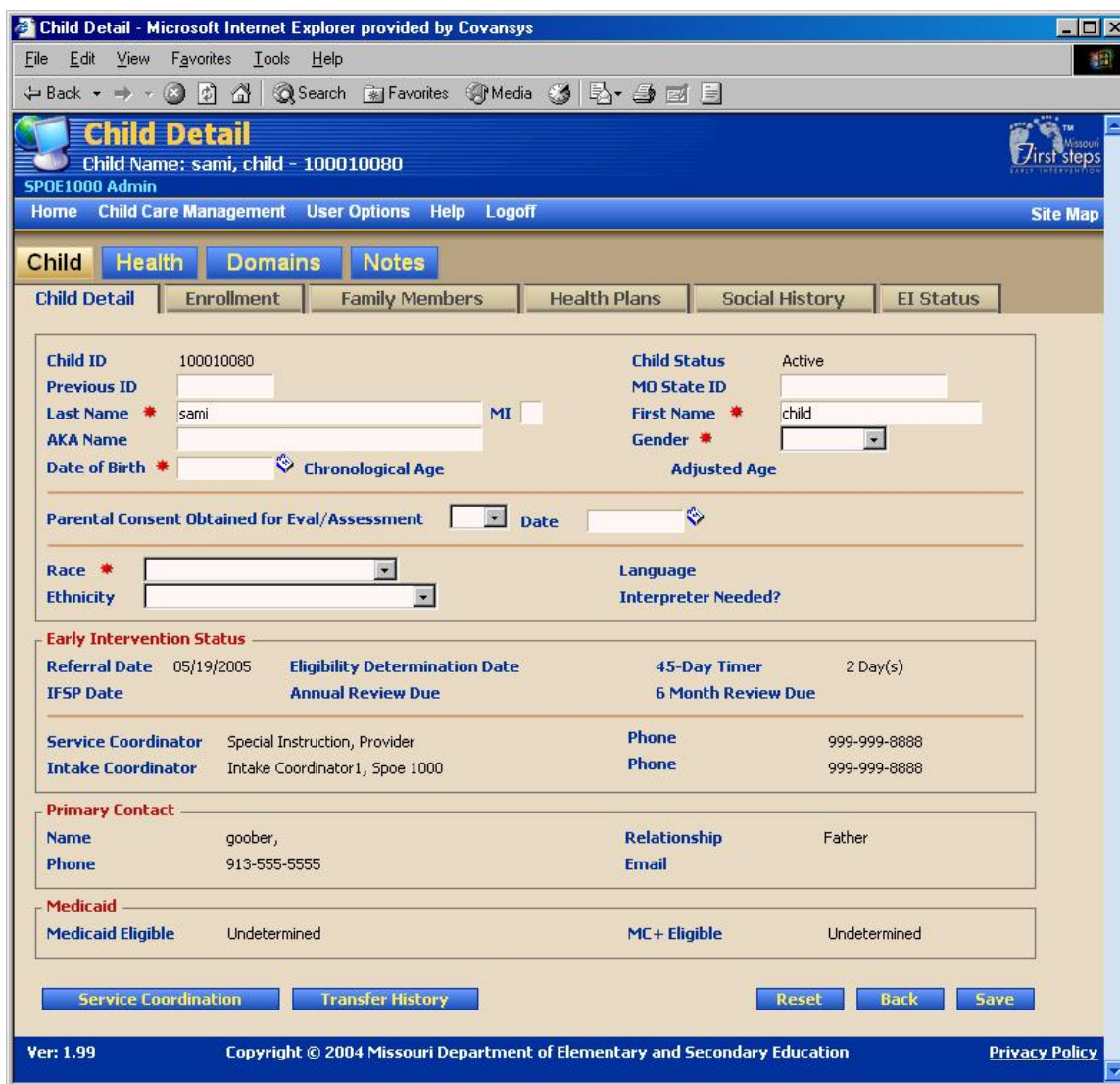
Tip: You can click the icon in the **Detail** column to view detailed health plan information. The page that displays is based on the type of health plan selected.

Enter Health Insurance for a Family Member

Use this exercise to enter health insurance for a family member.

Complete the following steps to finish this exercise:

1. On the [Child List](#) page, click the  icon in the **Detail** column for a specific child record. The [Child Detail](#) page displays.



Child Detail
Child Name: sami, child - 100010080
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Notes

Child Detail Enrollment Family Members Health Plans Social History EI Status

Child ID 100010080 Child Status Active
Previous ID MD State ID
Last Name * sami MI First Name * child
AKA Name Gender *
Date of Birth * Chronological Age Adjusted Age
Parental Consent Obtained for Eval/Assessment Date
Race * Language
Ethnicity Interpreter Needed?

Early Intervention Status

Referral Date	05/19/2005	Eligibility Determination Date	45-Day Timer	2 Day(s)
IFSP Date		Annual Review Due	6 Month Review Due	

Service Coordinator Special Instruction, Provider Phone 999-999-8888
Intake Coordinator Intake Coordinator1, Spoe 1000 Phone 999-999-8888

Primary Contact

Name	goober,	Relationship	Father
Phone	913-555-5555	Email	

Medicaid

Medicaid Eligible	Undetermined	MC+ Eligible	Undetermined
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Service Coordination Transfer History Reset Back Save

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2. Click the **Health Plans** tab. The [Health Plans](#) page displays.

The screenshot shows a web browser window titled "Health Plan List - Microsoft Internet Explorer provided by Covansys". The page has a blue header with the "Health Plans" logo and the child's name "Child Name: sami, child - 100010080". Below the header is a navigation bar with links: Home, Child Care Management, User Options, Help, Logoff, and Site Map. A secondary navigation bar contains tabs: Child, Health (selected), Domains, and Notes. Under the "Health" tab, there are sub-tabs: Child Detail, Enrollment, Family Members, Health Plans (selected), Social History, and EI Status. The main content area is titled "Health Plan List" and contains a table with the following data:

Detail	Name	Health Plan	Effective Date	End Date
	gomer, dad	Insurance/PRU Plus	05/20/2005	

Below the table, there is a "1 records" indicator and three buttons: "Add Insurance", "Add Medicaid", and "Add MC+". A "Back" button is located at the bottom right of the main content area. The footer of the page includes "Ver: 1.99", "Copyright © 2004 Missouri Department of Elementary and Secondary Education", and a "Privacy Policy" link.

3. Click **Add Insurance**. The [Health Insurance](#) page displays.

Health Insurance - Microsoft Internet Explorer provided by Covansys

Insurance Carrier Search

Insurance Carrier Name

Insurance Carrier List

Insurance Carrier *

Insurance Type

Address

City

State

Zip

Policy Billing Order *

ERISA

Insured's Name *

Policy/Member Id *

Group Name

Group #

Phone

Fax

Email

Date * To

4. In **Insurance Carrier Name**, enter at minimum the first 2 characters of the insurance carrier's name. You can enter more than 2 characters as necessary.
5. Click **Search**. The **Insurance Carrier List** table refreshes and displays the carriers that meet the search criteria entered in **Insurance Carrier Name**.

Health Insurance - Microsoft Internet Explorer provided by Covansys

Insurance Carrier Search

Insurance Carrier Name

Insurance Carrier List

Select	Insurance Carrier Name	Phone	Fax
Select	PRU Plus	816-525-1212	800-641-9000
Select	Prucare HMO	816-525-1212	800-641-9000
Select	Prucare HMO	816-525-1212	800-641-9000
Select	PruChoice	816-525-1212	800-641-9000
Select	Prudential (Managed HealthCare, Indemnity, POS,	816-525-1212	800-641-9000

1 11 records

Insurance Carrier *

Insurance Type

Address

City

State Zip

Policy Billing Order

ERISA

Insured's Name *

Policy/Member Id *

Group Name

Group #

Phone

Fax

Email

Date * To

- In the **Insurance Carrier List** table, click link in the **Select** column to indicate the name of the insurance carrier. The page refreshes to display specific information about the carrier selected.

Health Insurance - Microsoft Internet Explorer provided by Covansys

Insurance Carrier Search

Insurance Carrier Name

Insurance Carrier List

Select	Insurance Carrier Name	Phone	Fax
Select	PRU Plus	816-525-1212	800-641-9000
Select	Prucare HMO	816-525-1212	800-641-9000
Select	Prucare HMO	816-525-1212	800-641-9000
Select	PruChoice	816-525-1212	800-641-9000
Select	Prudential (Managed HealthCare, Indemnity, POS,	816-525-1212	800-641-9000

1 11 records

Insurance Carrier *

Insurance Type

Address

City

State Zip

Policy Billing Order

ERISA

Insured's Name *

Policy/Member Id *

Group Name

Group #

Phone


Fax


Email

Coverage Date * To


7. Select the **Insurance Type**.
8. Select the **Insured's Name**.
9. Enter the identification number for the insurance policy in **Policy/Member ID Number**.

 **Note:** Once **Save** is clicked, the **Policy/Member ID Number** cannot be updated.

10. Enter the name of the entity through which the family member got the insurance policy in **Group Name**.
11. Enter the identification number of the entity through which the family member got the insurance policy in **Group #**.
12. Select the order in which the insurance policy is billed in **Policy Billing Order**.
13. Enter or select the date on which the insurance coverage begins in **Date**. You can click the  icon to select a date from a calendar. Dates in the past are accepted.

 **Note:** Entering or selecting an end date in **To** and clicking **Save** will inactivate the insurance policy record. Once an insurance policy record has been inactivated, no changes can be made to the insurance policy record, and the insurance policy record cannot be reactivated.

14. Select the **ERISA** (Employee Retirement Income Security Act) status.


 **Tip:** Ask the participant if their private insurance is an ERISA plan. If this information is unknown, please mark the status as non-ERISA. ERISA is the Employee Retirement Income Security Act of 1974, or a Federal law that establishes legal guidelines for private pension plan administration and investment practices. ERISA is a major U.S. law that guarantees certain categories of employees a pension provided by their employer after a certain period of employment.

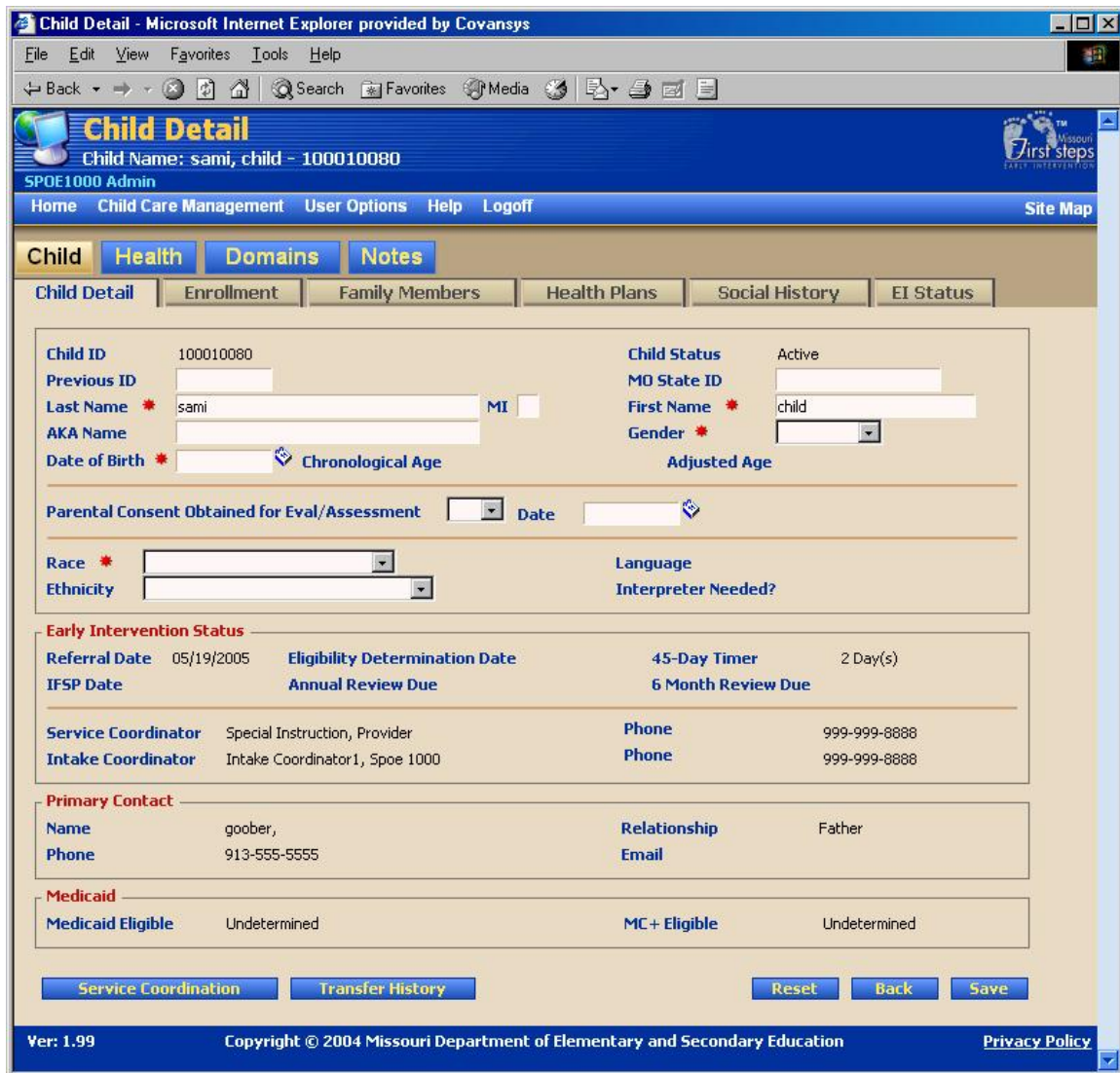
15. Click **Save**.

Enter Medicaid Information for a Family Member

Use this exercise to enter Medicaid information for a family member.

Complete the following steps to finish this exercise:

1. On the [Child List](#) page, click the  icon in the **Detail** column for a specific child record. The [Child Detail](#) page displays.



Child Detail
Child Name: sami, child - 100010080
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Notes

Child Detail Enrollment Family Members Health Plans Social History EI Status

Child ID: 100010080 Child Status: Active
Previous ID: MD State ID:
Last Name: * sami MI First Name: * child
AKA Name: Gender: *
Date of Birth: * Chronological Age Adjusted Age
Parental Consent Obtained for Eval/Assessment: Date:
Race: * Language:
Ethnicity: Interpreter Needed?:

Early Intervention Status
Referral Date: 05/19/2005 Eligibility Determination Date: 45-Day Timer: 2 Day(s)
IFSP Date: Annual Review Due: 6 Month Review Due:
Service Coordinator: Special Instruction, Provider Phone: 999-999-8888
Intake Coordinator: Intake Coordinator1, Spoe 1000 Phone: 999-999-8888

Primary Contact
Name: goober, Relationship: Father
Phone: 913-555-5555 Email:
Medicaid
Medicaid Eligible: Undetermined MC+ Eligible: Undetermined

Service Coordination Transfer History Reset Back Save

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2. Click the **Health Plans** tab. The [Health Plans](#) page displays.

Health Plan List - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media

Health Plans
Child Name: sami, child - 100010080
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child **Health** Domains Notes

Child Detail Enrollment Family Members **Health Plans** Social History EI Status

Health Plan List

Detail	Name	Health Plan	Effective Date	End Date
	gomer, dad	Insurance/PRU Plus	05/20/2005	

1 records

Add Insurance Add Medicaid Add MC+ Back

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3. Click **Add Medicaid**. The [Medicaid Information](#) page displays.

Medicaid Information - Microsoft Internet Explorer provided by Covansys

Medicaid Eligibility Checked? * ☐ Yes ☐ No ☐ Declined

Medicaid Eligible? * ☐ Yes ☐ No ☐ Unknown

MRDD enrolled? ☐ Yes ☐ No ☐ Declined

BSHCN enrolled? ☐ Yes ☐ No ☐ Declined

Medicaid


Medicaid Enrolled? * ☐ Yes ☐ No ☐ Unknown


Effective Dates To

Medicaid/DCN Number

Parent/Guardian Accepted Assistance for Enrollment? ☐ Yes ☐ No

Reset Close Save

4. Select one of the following options for **Medicaid Eligibility Checked?**:
 - Yes
 - No
 - Declined
6. Select one of the following options for **Medicaid Eligible?**:
 - Yes
 - No
 - Unknown
7. Select one of the following options for **MRDD Enrolled?**:
 - Yes
 - No
 - Declined
8. Select one of the following options for **BSHCN Enrolled?**:
 - Yes
 - No
 - Declined
9. Select one of the following options for **Medicaid Enrolled?**:
 - Yes
 - No
 - Unknown
10. Enter the **Medicaid/DCN Number**.
11. Enter or select the date on which the insurance coverage begins in **Effective Dates**. You can click the  icon to select a date from a calendar. Dates in the past are accepted.


 **Note:** Entering or selecting an end date in **To** and clicking **Save** will inactivate the insurance policy record. Once an insurance policy record has been inactivated, no changes can be made to the insurance policy record, and the insurance policy record cannot be reactivated.

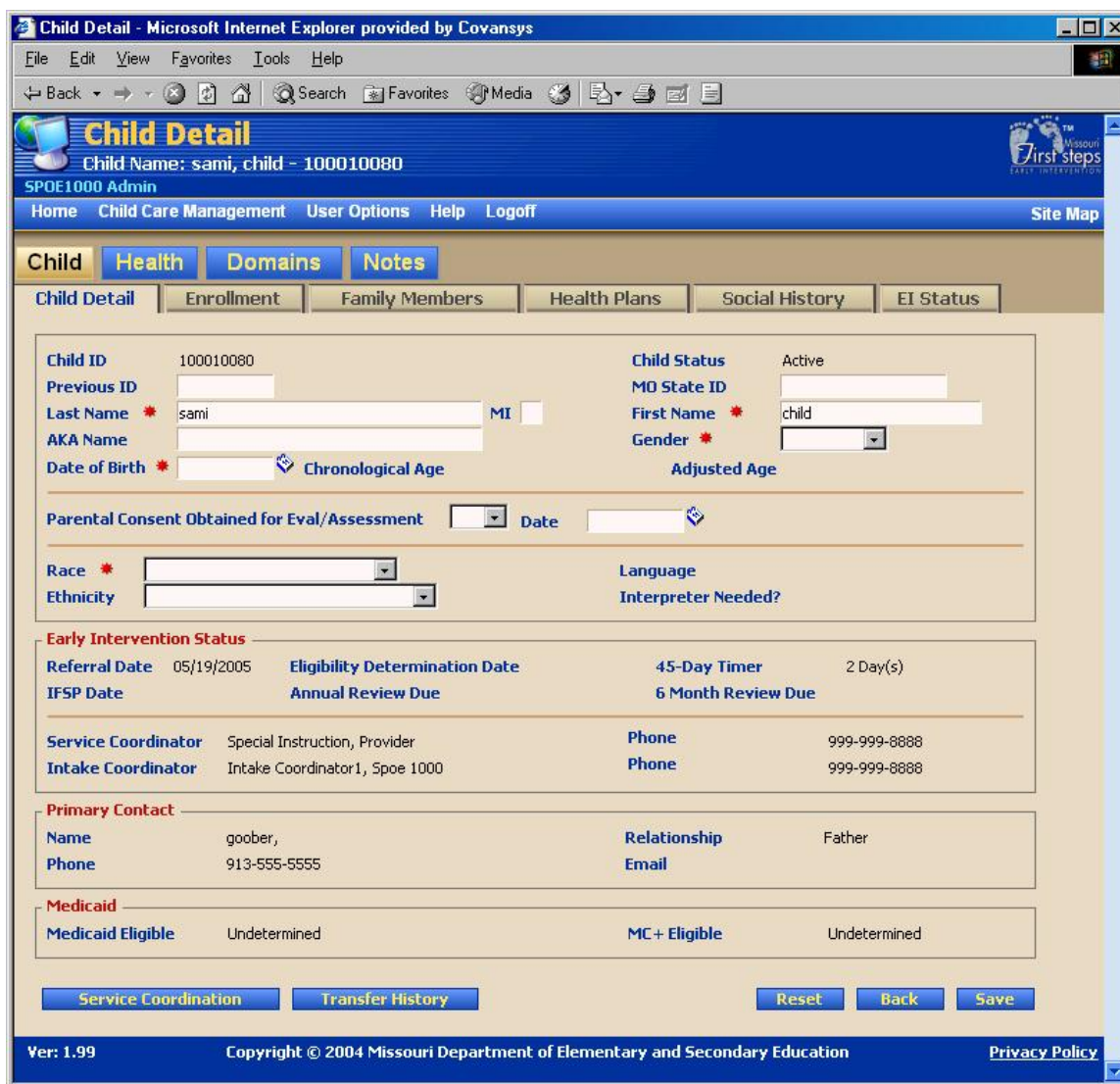
12. Select one of the following options for **Parent/Guardian Accepted Assistance for Enrollment**:
 - Yes
 - No
13. Click **Save**.

Enter MC+ Information for a Family Member

Use this exercise to enter MC+ information for a family member.

Complete the following steps to finish this exercise:

1. On the [Child List](#) page, click the  icon in the **Detail** column for a specific child record. The [Child Detail](#) page displays.



Child Detail - Microsoft Internet Explorer provided by Covansys

Child Name: sami, child - 100010080

SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Notes

Child Detail Enrollment Family Members Health Plans Social History EI Status

Child ID: 100010080 Child Status: Active

Previous ID: MO State ID:

Last Name: * sami MI: First Name: * child

AKA Name: Gender: *

Date of Birth: * Chronological Age: Adjusted Age:

Parental Consent Obtained for Eval/Assessment: Date:

Race: * Language:

Ethnicity: Interpreter Needed?:

Early Intervention Status

Referral Date	05/19/2005	Eligibility Determination Date	45-Day Timer	2 Day(s)
IFSP Date		Annual Review Due	6 Month Review Due	

Service Coordinator: Special Instruction, Provider Phone: 999-999-8888

Intake Coordinator: Intake Coordinator1, Spoe 1000 Phone: 999-999-8888

Primary Contact

Name	goober,	Relationship	Father
Phone	913-555-5555	Email	

Medicaid

Medicaid Eligible	Undetermined	MC+ Eligible	Undetermined
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Service Coordination Transfer History Reset Back Save

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2. Click the **Health Plans** tab. The [Health Plans](#) page displays.

Health Plan List - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media

Health Plans
Child Name: sami, child - 100010080
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Notes

Child Detail Enrollment Family Members Health Plans Social History EI Status

Health Plan List

Detail	Name	Health Plan	Effective Date	End Date
	gomer, dad	Insurance/PRU Plus	05/20/2005	

1 records

Add Insurance Add Medicaid Add MC+ Back

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3. Click **Add MC+**. The [MC+ Information](#) page displays.

MC+ Information - Microsoft Internet Explorer provided by Covansys

MC+ Eligible? * ☐ Yes ☐ No ☐ Declined

MC+ ID Number

MC+ Enrolled? * ☐ Yes ☐ No ☐ Unknown

Date To

Case Manager Contact Information


Last Name MI First Name


Address Phone

City Fax

State Zip Email

Reset Close Save

4. Select one of the following options from **MC+ Eligible?**:
 - Yes
 - No
 - Declined
6. Select one of the following options from **MC+ Enrolled?**:
 - Yes
 - No
 - Unknown
7. Enter an **MC+ ID Number**.
8. Enter or select the date on which the insurance coverage begins in **Date**. You can click the  icon to select a date from a calendar. Dates in the past are accepted.

 **Note:** Entering or selecting an end date in **To** and clicking **Save** will inactivate the insurance policy record. Once an insurance policy record has been inactivated, no changes can be made to the insurance policy record, and the insurance policy record cannot be reactivated.

9. Under **Case Manager Contact Information**, complete the following information:
 - Last Name
 - MI
 - First Name
 - Address
 - ZIP
 - Phone
 - Fax
 - Email

 **Tip:** Once a **ZIP** code is entered, the **City** and **State** are automatically displayed as read-only information.


10. Click **Save**.

Social History Information

Enter the Social History Interview Date

Use this exercise to enter the social history interview date.

Complete the following steps to finish this exercise:

1. On the [Child List](#) page, click the  icon in the **Detail** column for a specific child record. The [Child Detail](#) page displays.

Child Detail - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Child Detail
Child Name: sami, child - 100010080
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Notes

Child Detail Enrollment Family Members Health Plans Social History EI Status

Child ID 100010080 Child Status Active
Previous ID MO State ID
Last Name * sami MI First Name * child
AKA Name Gender *
Date of Birth * Chronological Age Adjusted Age
Parental Consent Obtained for Eval/Assessment Date
Race * Language
Ethnicity Interpreter Needed?

Early Intervention Status

Referral Date	05/19/2005	Eligibility Determination Date	45-Day Timer	2 Day(s)
IFSP Date		Annual Review Due	6 Month Review Due	

Service Coordinator Special Instruction, Provider Phone 999-999-8888
Intake Coordinator Intake Coordinator1, Spoe 1000 Phone 999-999-8888

Primary Contact

Name	goober,	Relationship	Father
Phone	913-555-5555	Email	

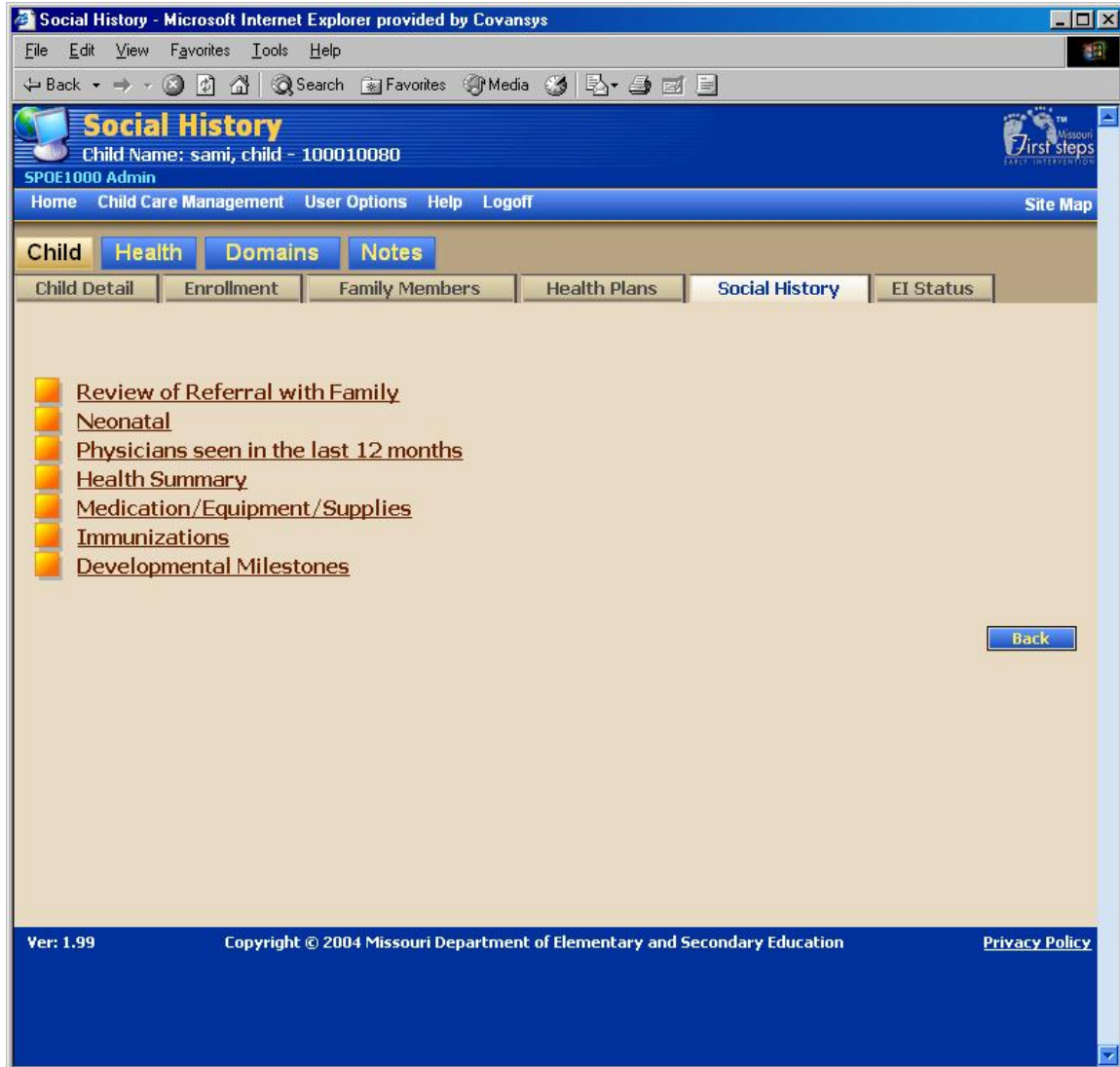
Medicaid

Medicaid Eligible	Undetermined	MC + Eligible	Undetermined
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Service Coordination Transfer History Reset Back Save


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2. Click the **Social History** tab. The [Social History](#) page displays.



3. Click the **Review of Referral with Family** link. The [Review of Referral with Family](#) page displays.


The screenshot shows a web browser window titled "Review of Referral with Family - Microsoft Internet Explorer provided by Covansys". The main content area has a light beige background. At the top, there is a paragraph of instructions: "Review the reason(s) for the referral with the family members. Include medical conditions/needs requiring assistance. Does the family agree with the referral? Do they see things differently? If the family has concerns different from those presented by the referral source, they should be recorded here." Below this, there are two labels: "Social History Interview Date" followed by a text input field and a calendar icon, and "Review of Referral with Family" followed by a red asterisk icon. Below these labels is a large, empty text area with a vertical scrollbar on the right. At the bottom right of the form, there are three buttons: "Reset", "Close", and "Save".

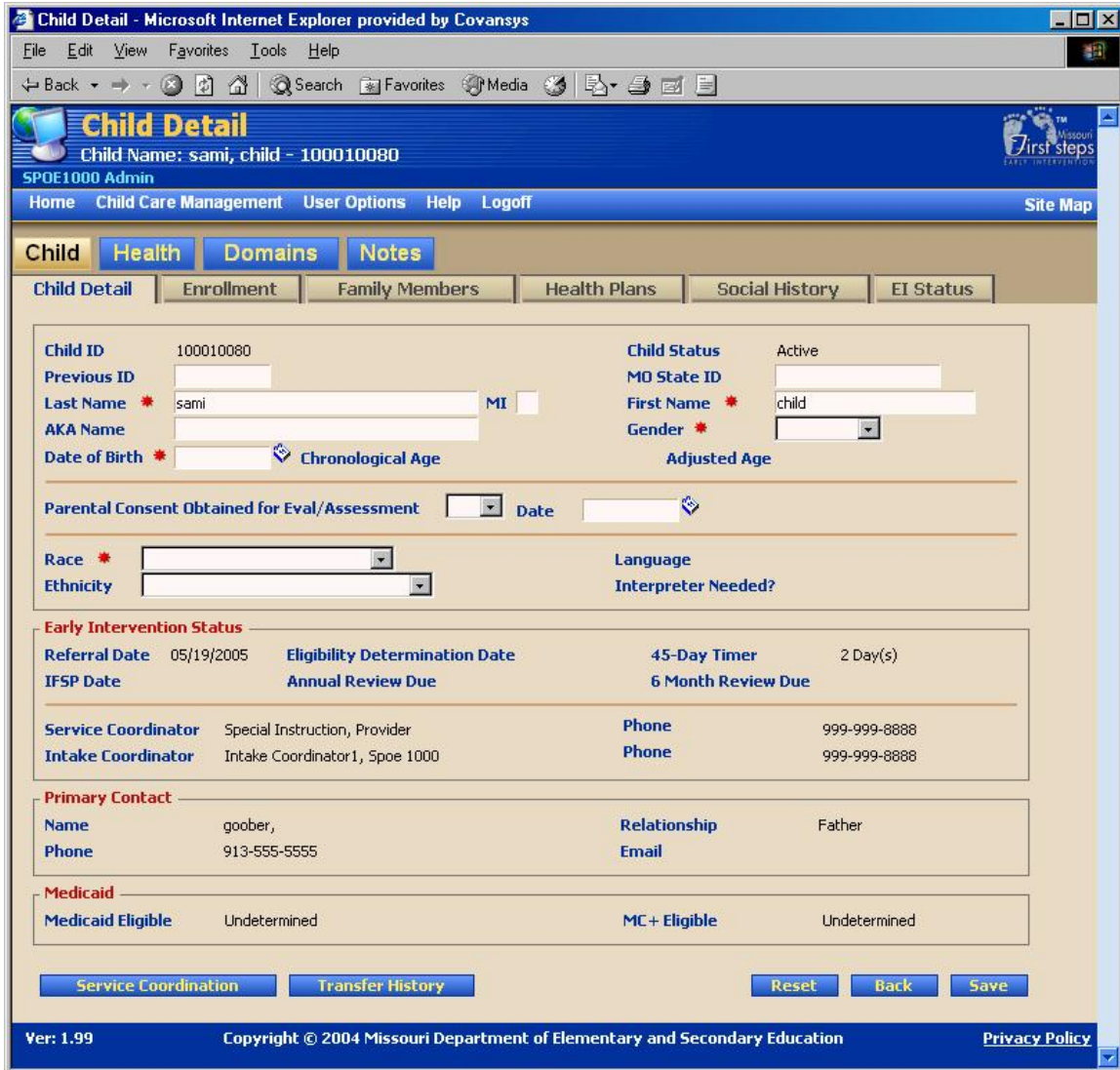
4. Enter or select the **Social History Interview Date**. You can click the  icon to select a date from a calendar.
5. In **Review of Referral with Family**, enter specific information discussed during the review of the referral with the family.
6. Click **Save**.

Enter Neonatal Information from Social History

Use this exercise to enter detailed neonatal information about a child from the [Social History](#) page.

Complete the following steps to finish this exercise:

1. On the [Child List](#) page, click the  icon in the **Detail** column for a specific child record. The [Child Detail](#) page displays.



Child Detail - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print

Child Detail
Child Name: sami, child - 100010080
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Notes

Child Detail Enrollment Family Members Health Plans Social History EI Status

Child ID 100010080 Child Status Active
Previous ID MO State ID
Last Name * sami MI First Name * child
AKA Name Gender *
Date of Birth * Chronological Age Adjusted Age

Parental Consent Obtained for Eval/Assessment Date

Race * Language
Ethnicity Interpreter Needed?

Early Intervention Status

Referral Date	05/19/2005	Eligibility Determination Date	45-Day Timer	2 Day(s)
IFSP Date		Annual Review Due	6 Month Review Due	

Service Coordinator Special Instruction, Provider Phone 999-999-8888
Intake Coordinator Intake Coordinator1, Spoe 1000 Phone 999-999-8888

Primary Contact

Name	goober,	Relationship	Father
Phone	913-555-5555	Email	

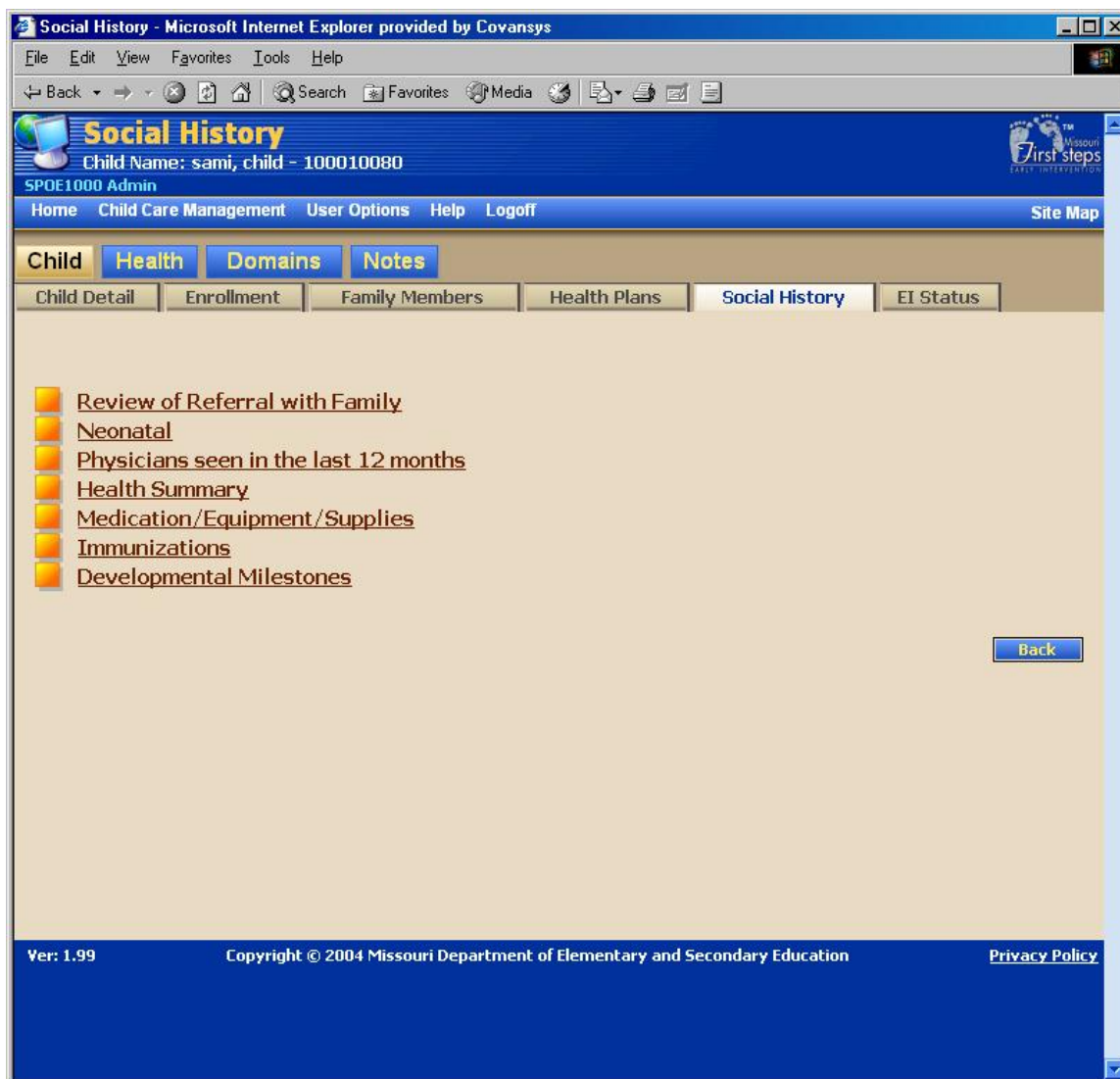
Medicaid

Medicaid Eligible	Undetermined	MC + Eligible	Undetermined
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Service Coordination Transfer History Reset Back Save

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2. Click the **Social History** tab. The [Social History](#) page displays.



3. Click the **Neonatal** link. The [Neonatal Detail](#) page displays.

4. Enter or select the child's **Actual Due Date**.
5. Enter the child's **Gestational Age**. If a NICU referral exists, default information is displayed.
6. Enter the child's **Place of Birth**.
7. Enter the child's **Birth Weight (Grams)**. If a NICU referral exists, default information is displayed.
8. Enter the number of days the child spent in the hospital after delivery in **Newborn Hospital Stay**.
9. Complete the following information under **NICU Information** as necessary (if a NICU referral exists, default information is displayed):
 - Select the **Medical condition associated with Mental Retardation/Developmental Disability exists** check box to


indicate the child has a medical condition associated with Mental Retardation/Developmental Disability.

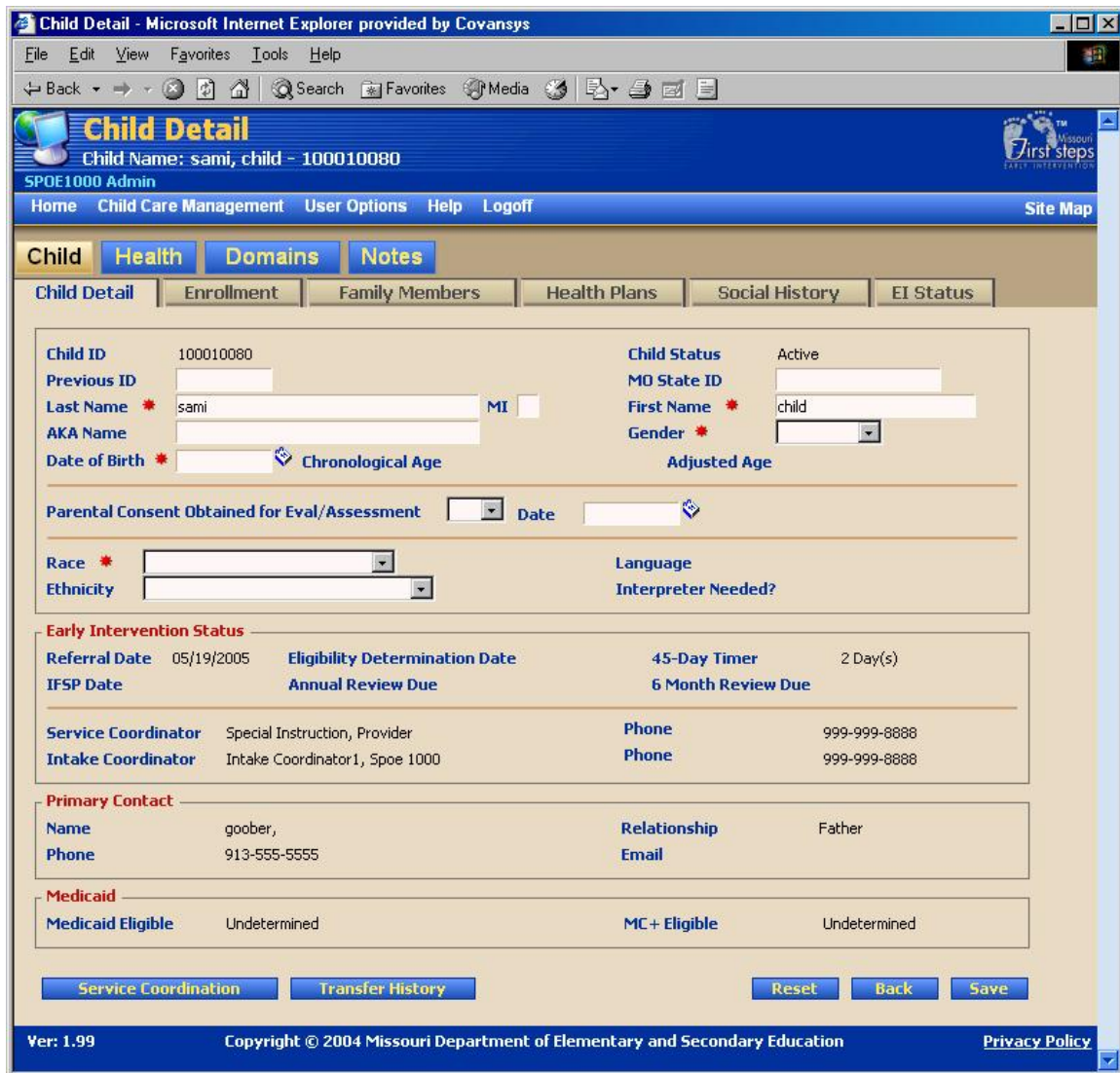
- Select the **Very low birth weight AND one or more of the following conditions exist** check box to indicate that the child had a very low birth weight. If the check box is selected, one or more of the following check boxes must be selected:
 - Select the **Intra-cranial Bleeds (Grade II, III, IV)** check box to indicate that the child suffered intra-cranial bleeds of an indicated grade.
 - Select the **Apgar of 6 or less** check box to indicate that the child was given a score of 6 or less on the Apgar assessment.
 - Select the **Ventilator or CPAP dependent for 72 hours or more** check box to indicate that the child received assistance in breathing.
 - Select the **Asphyxiation** check box to indicate that the child suffered from asphyxiation.
 - Select the child's **ICD9** code by clicking the  icon and selecting an ICD9 code from the **Diagnosis List** that displays.
 - Enter the **Reasons** the child was referred to the program in 250 characters or less.
10. Enter any pertinent health information or areas of concern or medications in **List any Pertinent Health Information or Areas of Concern or Medications** in 250 characters or less.
 11. Enter the name of the individual who provided the child's neonatal information in **Information Obtained from** in 20 characters or less.
 12. Enter the relationship that the individual who provided the neonatal information has with the child in **Relationship to Child** in 20 characters or less.
 13. Click **Save**.

Enter a Physician Record from Social History

Use this exercise to enter information about a physician from the [Social History](#) page.

Complete the following steps to finish this exercise:

1. On the [Child List](#) page, click the  icon in the **Detail** column for a specific child record. The [Child Detail](#) page displays.



Child Detail - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media

Child Detail
Child Name: sami, child - 100010080
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Notes

Child Detail Enrollment Family Members Health Plans Social History EI Status

Child ID: 100010080
Previous ID:
Last Name: * sami MI
AKA Name:
Date of Birth: * Chronological Age Adjusted Age
Child Status: Active
MO State ID:
First Name: * child
Gender: *
Parental Consent Obtained for Eval/Assessment: Date:
Race: * Language:
Ethnicity: Interpreter Needed?

Early Intervention Status

Referral Date	05/19/2005	Eligibility Determination Date	45-Day Timer	2 Day(s)
IFSP Date		Annual Review Due	6 Month Review Due	

Service Coordinator: Special Instruction, Provider
Intake Coordinator: Intake Coordinator1, Spoe 1000
Phone: 999-999-8888
Phone: 999-999-8888

Primary Contact

Name	goober,	Relationship	Father
Phone	913-555-5555	Email	

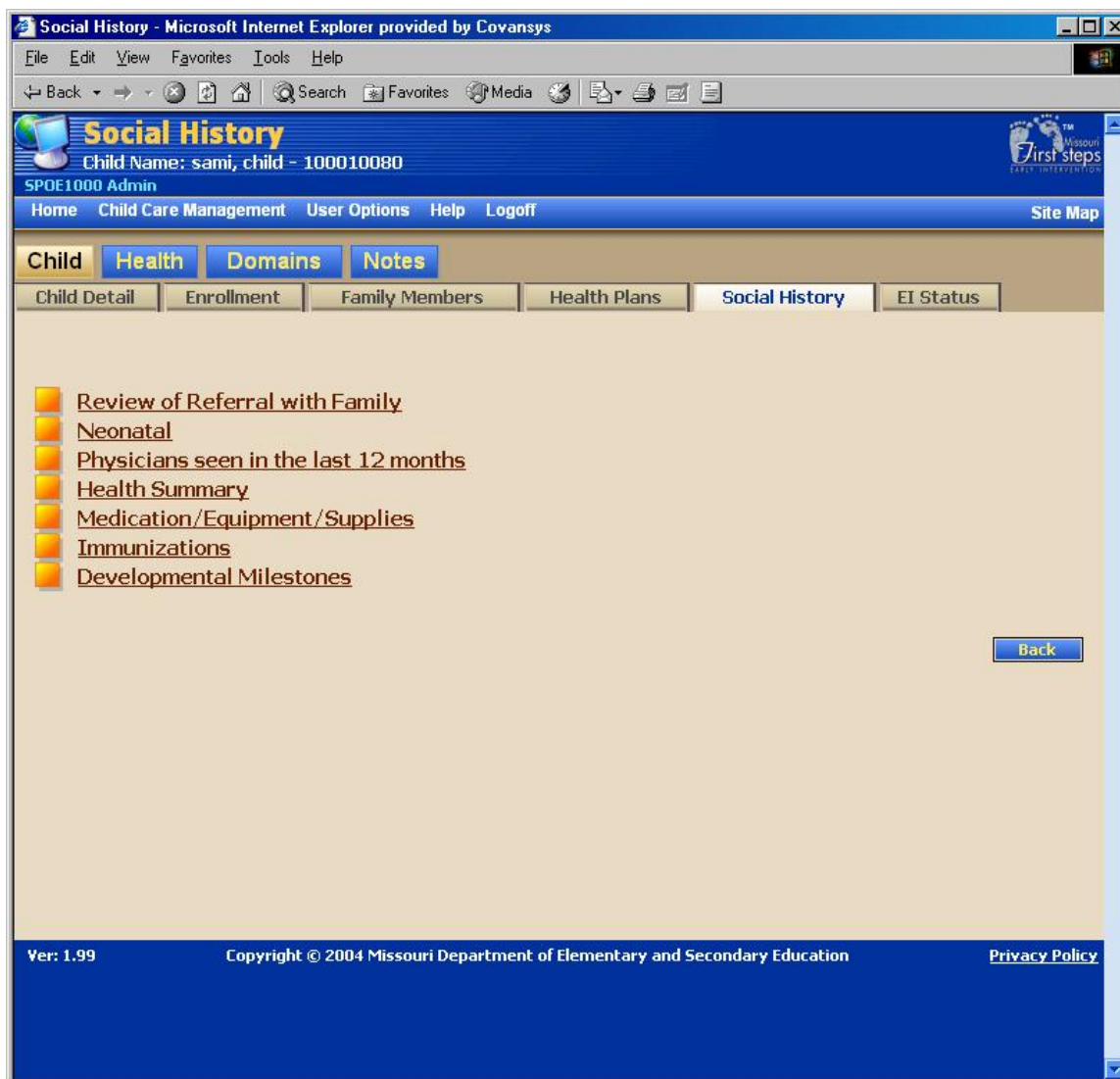
Medicaid

Medicaid Eligible	Undetermined	MC + Eligible	Undetermined
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Service Coordination Transfer History Reset Back Save

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2. Click the **Social History** tab. The [Social History](#) page displays.



3. Click the **Physicians Seen in the Last 12 Months** link. The [Physician List](#) page displays.

Physician List - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media

Physician List
Child Name: sami, child - 100010080
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

No Record Found. Please Try Again.

Child Health Domains Notes

Current Health Medication/Equipment/Supply Immunizations **Physician** Neonatal Diagnosis

Physician List

0 records

Add Physician Social History

4. Click **Add Physician**. The [Medical-Physician Detail](#) page displays.

Medical-Physician Detail - Microsoft Internet Explorer provided by Covansys

Physician Type * Hospital

Physician Name * Address Phone * Fax

City State Zip

Date Last Seen * # of Visits


Reason For Visit

Reset Close Save

5. Select a **Physician Type**.

6. Enter the **Hospital** name.
7. Enter the **Physician Name** in 65 characters or less.
8. Enter the street **Address** of the physician's practice.
9. Enter the **ZIP** code for the postal zone in which the physician's practice is located.


 **Tip:** Once a **ZIP** code is entered, the **City** and **State** are automatically displayed as read-only information.

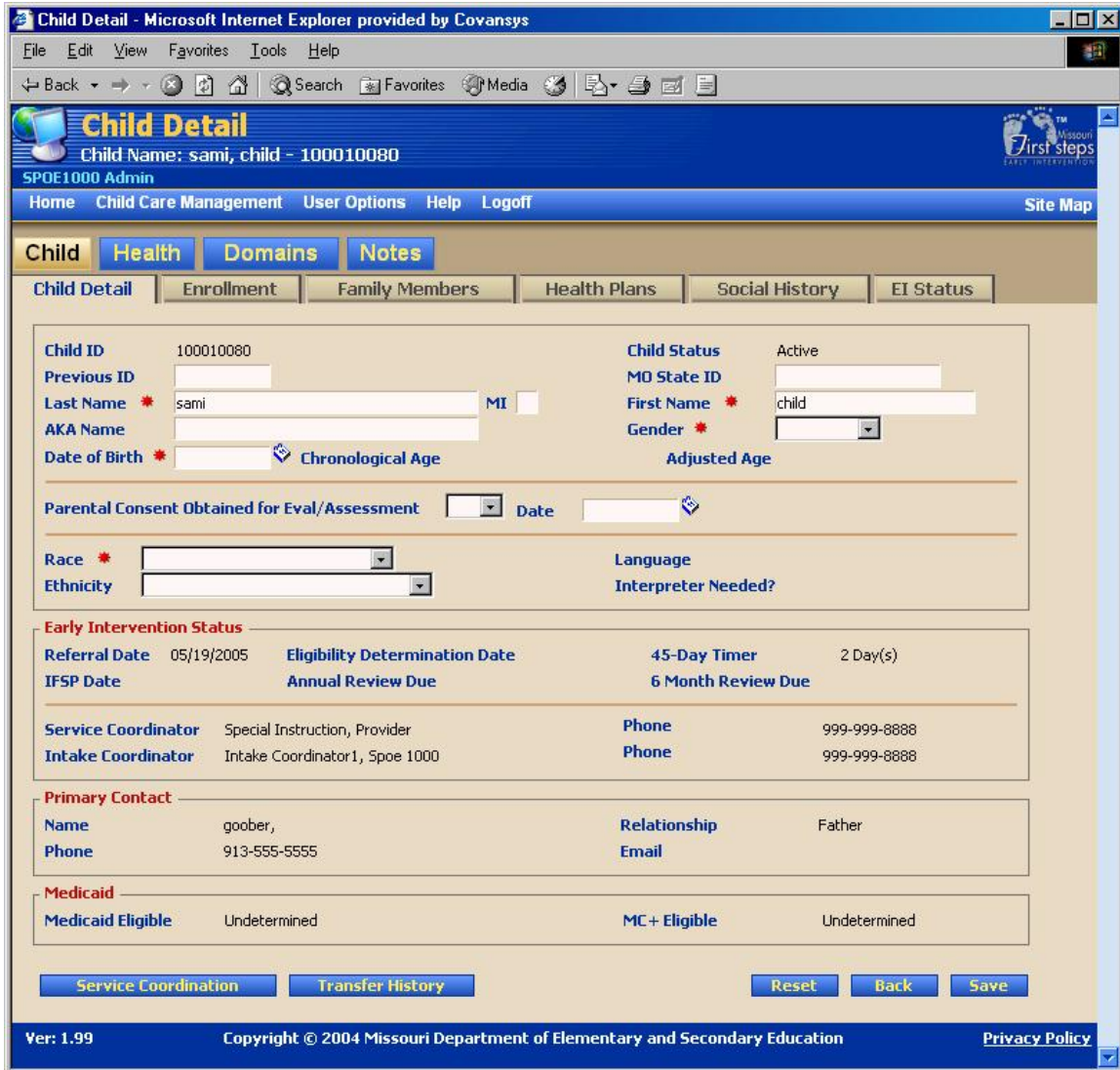
10. Enter the physician's **Phone** number.
11. Enter the physician's **Fax** number.
12. Enter or select the date on which the child last visited the physician in **Date Last Seen**. You can click the  icon to select a date from a calendar.
13. Enter the number of times that the child has visited the physician in **# of Visits**.
14. Enter the reason for the child's last visit to the physician in **Reason for Visit**.
15. Click **Save**.

Enter Health Summary Information from Social History

Use this exercise to enter a child's current health information from the [Social History](#) page.

Complete the following steps to finish this exercise:

1. On the [Child List](#) page, click the  icon in the **Detail** column for a specific child record. The [Child Detail](#) page displays.



Child Detail - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print

Child Detail
Child Name: sami, child - 100010080
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Notes

Child Detail Enrollment Family Members Health Plans Social History EI Status

Child ID 100010080 Child Status Active
Previous ID MO State ID
Last Name * sami MI First Name * child
AKA Name Gender *
Date of Birth * Chronological Age Adjusted Age

Parental Consent Obtained for Eval/Assessment Date

Race * Language
Ethnicity Interpreter Needed?

Early Intervention Status

Referral Date	05/19/2005	Eligibility Determination Date	45-Day Timer	2 Day(s)
IFSP Date		Annual Review Due	6 Month Review Due	

Service Coordinator Special Instruction, Provider Phone 999-999-8888
Intake Coordinator Intake Coordinator1, Spoe 1000 Phone 999-999-8888

Primary Contact

Name	goober,	Relationship	Father
Phone	913-555-5555	Email	

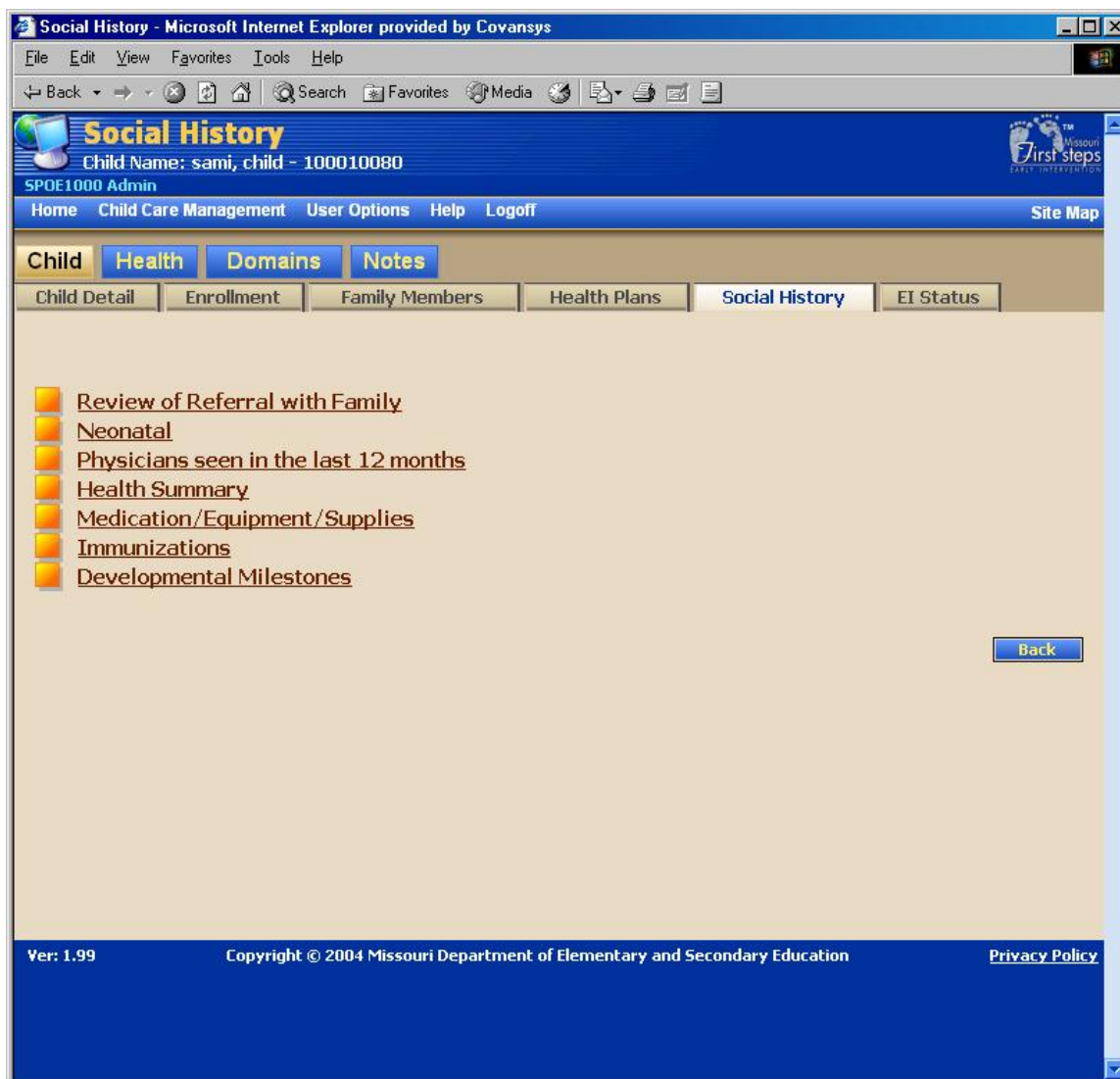
Medicaid

Medicaid Eligible	Undetermined	MC + Eligible	Undetermined
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Service Coordination Transfer History Reset Back Save

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2. Click the **Social History** tab. The [Social History](#) page displays.



3. Click the **Health Summary** link. The [Current Health](#) page displays.

HealthSummary - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media

Current Health
Child Name: sami, child - 100010080
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Notes

Current Health Medication/Equipment/Supply Immunizations Physician Neonatal Diagnosis

Current Health Summary

Concerns/Illnesses
Hospitalization/Surgeries

Physician Name Last Visit Date

Health History Update Health Summary Social History

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4. Click **Update Health Summary**. The [Update Health Summary](#) page displays.

Health Info. Detail - Microsoft Internet Explorer provided by Covansys


Date *


Concerns/Diagnosis/Illnesses

Hospitalization/Surgeries

Physician Name * Last Visit Date

Reset Close Save


5. In **Date**, enter or select the date on which the health summary is being recorded. You can click the  icon to select a date from a calendar.

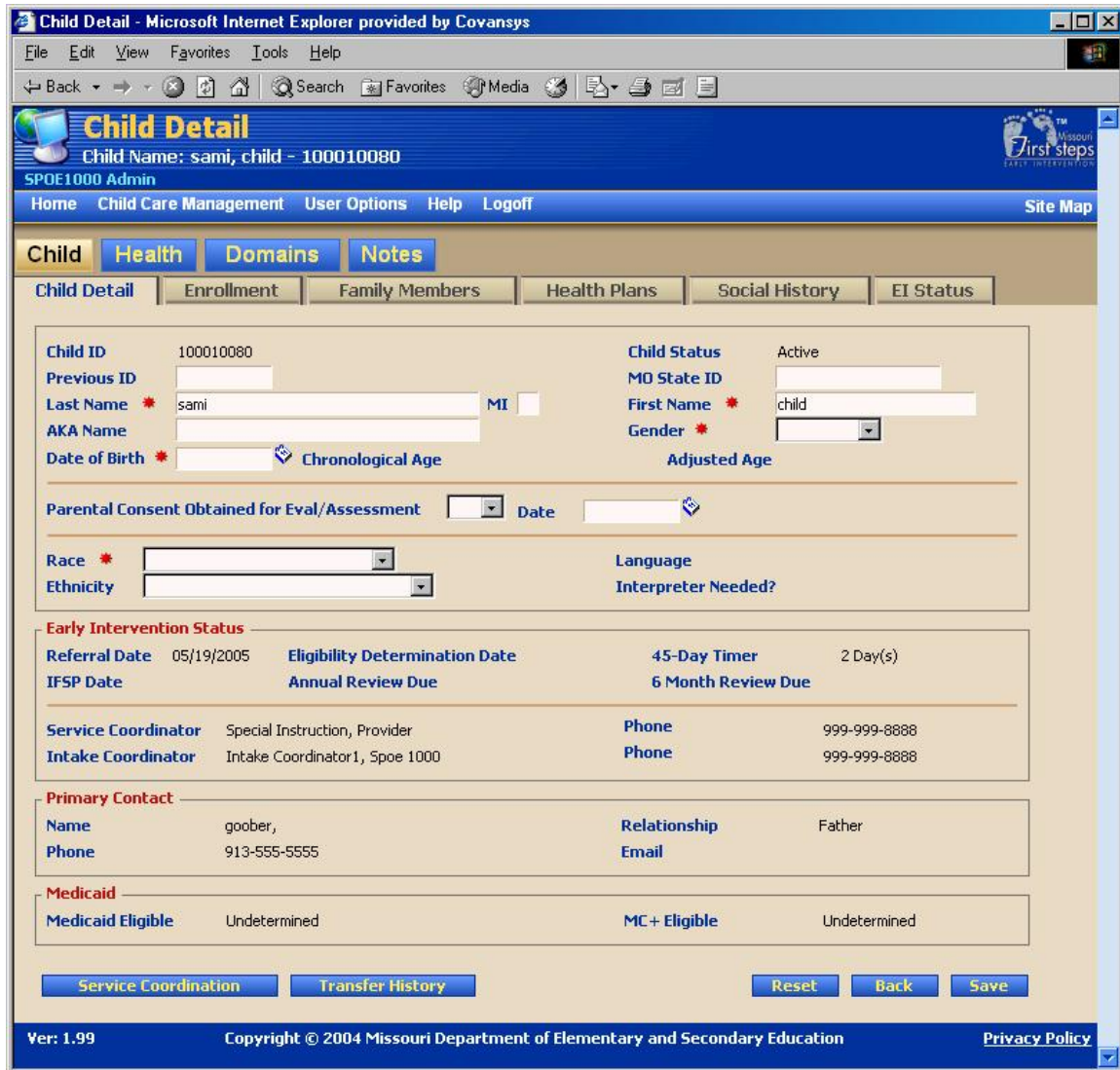
6. In **Concerns/Diagnosis/Illnesses**, enter text describing a concern, diagnosis, or illness for the child.
7. In **Hospitalization/Surgeries**, enter text describing any hospitalizations or surgeries for the child.
8. In **Physician Name**, enter the name of the diagnosing physician.
9. In **Last Visit Date**, enter or select the date on which the child last visited the diagnosing physician. You can click the  icon to select a date from a calendar.
10. Click **Save**.

Enter an Equipment/Supplies Record from Social History

Use this exercise to enter a information about equipment and supplies used by a child from the [Social History](#) page.

Complete the following steps to finish this exercise:

1. On the [Child List](#) page, click the  icon in the **Detail** column for a specific child record. The [Child Detail](#) page displays.



Child Detail - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print

Child Detail
Child Name: sami, child - 100010080
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Notes

Child Detail Enrollment Family Members Health Plans Social History EI Status

Child ID 100010080 Child Status Active
Previous ID MO State ID
Last Name * sami MI First Name * child
AKA Name Gender *
Date of Birth * Chronological Age Adjusted Age

Parental Consent Obtained for Eval/Assessment ☐ Date

Race * Language
Ethnicity Interpreter Needed?

Early Intervention Status

Referral Date	05/19/2005	Eligibility Determination Date	45-Day Timer	2 Day(s)
IFSP Date		Annual Review Due	6 Month Review Due	

Service Coordinator Special Instruction, Provider Phone 999-999-8888
Intake Coordinator Intake Coordinator1, Spoe 1000 Phone 999-999-8888

Primary Contact

Name	goober,	Relationship	Father
Phone	913-555-5555	Email	

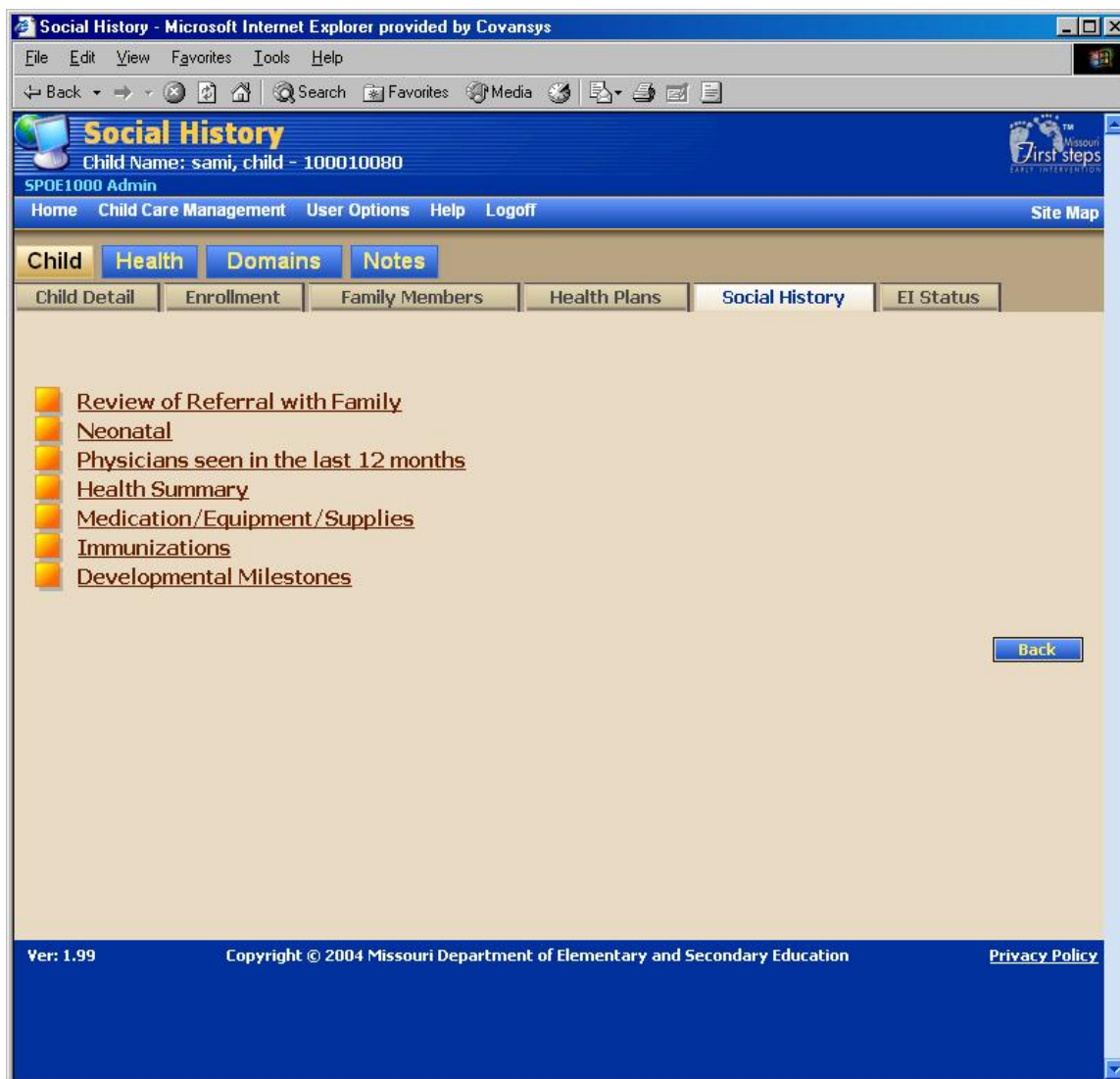
Medicaid

Medicaid Eligible	Undetermined	MC + Eligible	Undetermined
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Service Coordination Transfer History Reset Back Save

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2. Click the **Social History** tab. The [Social History](#) page displays.



3. Click the **Medication/Equipment/Supplies** link. The [Medical/Equipment Supply List](#) page displays.

Medical-Equipment List - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media

Medical/Equipment Supply List

Child Name: sami, child - 100010080

SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

No Record Found. Please Try Again.

Child Health Domains Notes

Current Health Medication/Equipment/Supply Immunizations Physician Neonatal Diagnosis

Medical Equipment List

0 records

Add Equipment/Supplies Add Medication Social History

- Click **Add Equipment/Supplies**. The [Equipment/Supplies Detail](#) page displays.

Equipment - Microsoft Internet Explorer provided by Covansys

Equipment/Supplies * Other Description


Who Provides Who Pays


Start Date * End Date

Reset Close Save

- Select the **Equipment/Supplies**.

Note: If **Other** is selected for **Equipment/Supplies**, you are required to enter a description of the equipment in **Other Description**.

6. Enter the name of the individual who provides the equipment in **Who Provides**.
7. Enter the name of the individual who pays for the equipment in **Who Pays**.
8. Enter or select the date on which the child started using the equipment in **Start Date**. You can click the  icon to select a date from a calendar. The date entered cannot be greater than today's date or less than the child's date of birth.


 **Note:** Entering or selecting an **End Date** and clicking **Save** will inactivate the equipment/supplies record. Once an equipment/supplies record has been inactivated, no changes can be made to the equipment/supplies record, and the equipment/supplies record cannot be reactivated.

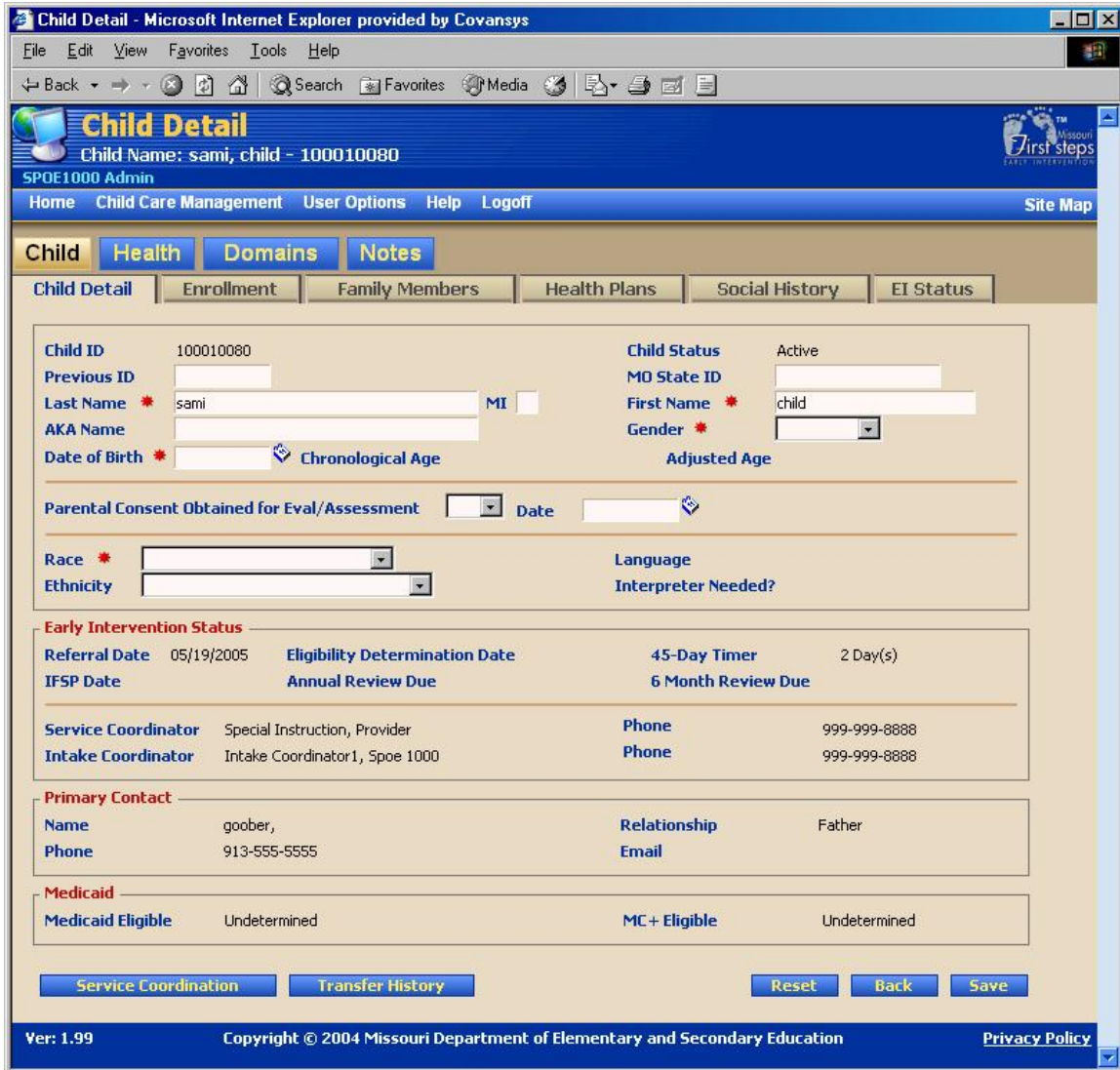
9. Click **Save**.

Enter a Medication Record from Social History

Use this exercise to enter a information about a medication taken by a child from the [Social History](#) page.

Complete the following steps to finish this exercise:

1. On the [Child List](#) page, click the  icon in the **Detail** column for a specific child record. The [Child Detail](#) page displays.



Child Detail - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print

Child Detail
Child Name: sami, child - 100010080
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Notes

Child Detail Enrollment Family Members Health Plans Social History EI Status

Child ID 100010080 Child Status Active
Previous ID MO State ID
Last Name * sami MI First Name * child
AKA Name Gender *
Date of Birth * Chronological Age Adjusted Age

Parental Consent Obtained for Eval/Assessment Date

Race * Language
Ethnicity Interpreter Needed?

Early Intervention Status

Referral Date	05/19/2005	Eligibility Determination Date	45-Day Timer	2 Day(s)
IFSP Date		Annual Review Due	6 Month Review Due	

Service Coordinator Special Instruction, Provider Phone 999-999-8888
Intake Coordinator Intake Coordinator1, Spoe 1000 Phone 999-999-8888

Primary Contact

Name	goober,	Relationship	Father
Phone	913-555-5555	Email	

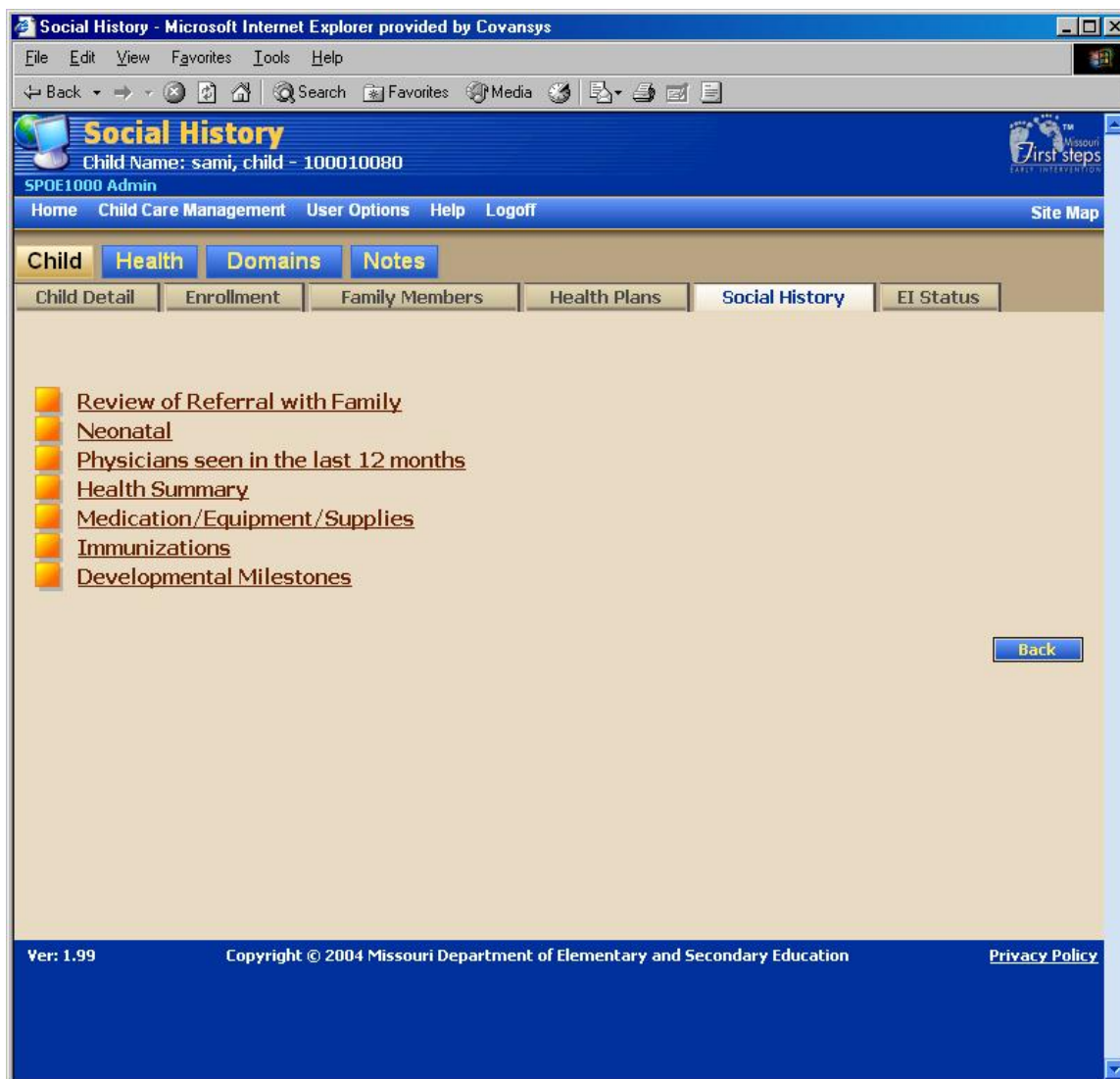
Medicaid

Medicaid Eligible	Undetermined	MC + Eligible	Undetermined
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Service Coordination Transfer History Reset Back Save

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2. Click the **Social History** tab. The [Social History](#) page displays.




3. Click the **Medication/Equipment/Supplies** link. The [Medical/Equipment Supply List](#) page displays.


The screenshot shows a web browser window titled "Medical-Equipment List - Microsoft Internet Explorer provided by Covansys". The address bar shows a URL. The page has a blue header with the title "Medical/Equipment Supply List" and a sub-header "Child Name: sami, child - 100010080". Below the header is a navigation bar with links: Home, Child Care Management, User Options, Help, Logoff, and a Site Map link. A yellow message box states "No Record Found. Please Try Again." Below this is a tabbed interface with tabs for Child, Health, Domains, and Notes. Under the Health tab, there are sub-tabs: Current Health, Medication/Equipment/Supply, Immunizations, Physician, Neonatal, and Diagnosis. The Medication/Equipment/Supply sub-tab is active, showing a large empty box for the "Medical Equipment List". At the bottom right of this box, it says "0 records". Below the box are two buttons: "Add Equipment/Supplies" and "Add Medication". At the very bottom right is a "Social History" button.

4. Click **Add Medication**. The [Medication Detail](#) page displays.

The screenshot shows a web browser window titled "Medication - Microsoft Internet Explorer provided by Covansys". The page is a form for entering medication details. It has four main fields: "Medication" (with a red asterisk), "Route" (with a red asterisk and a dropdown arrow), "Purpose", and "Start Date" (with a red asterisk). There is also an "End Date" field. Below these fields are three buttons: "Reset", "Close", and "Save".

5. Enter the name of the **Medication**.
6. Select the **Route** by which the child receives the medication.
7. Enter the **Purpose** of the medication.

8. Enter or select the date on which the child started receiving the medication in **Start Date**. You can click the  icon to select a date from a calendar. The date entered cannot be greater than today's date or less than the child's date of birth.


 **Note:** Entering or selecting an **End Date** and clicking **Save** will inactivate the medication record. Once a medication record has been inactivated, no changes can be made to the medication record, and the medication record cannot be reactivated.

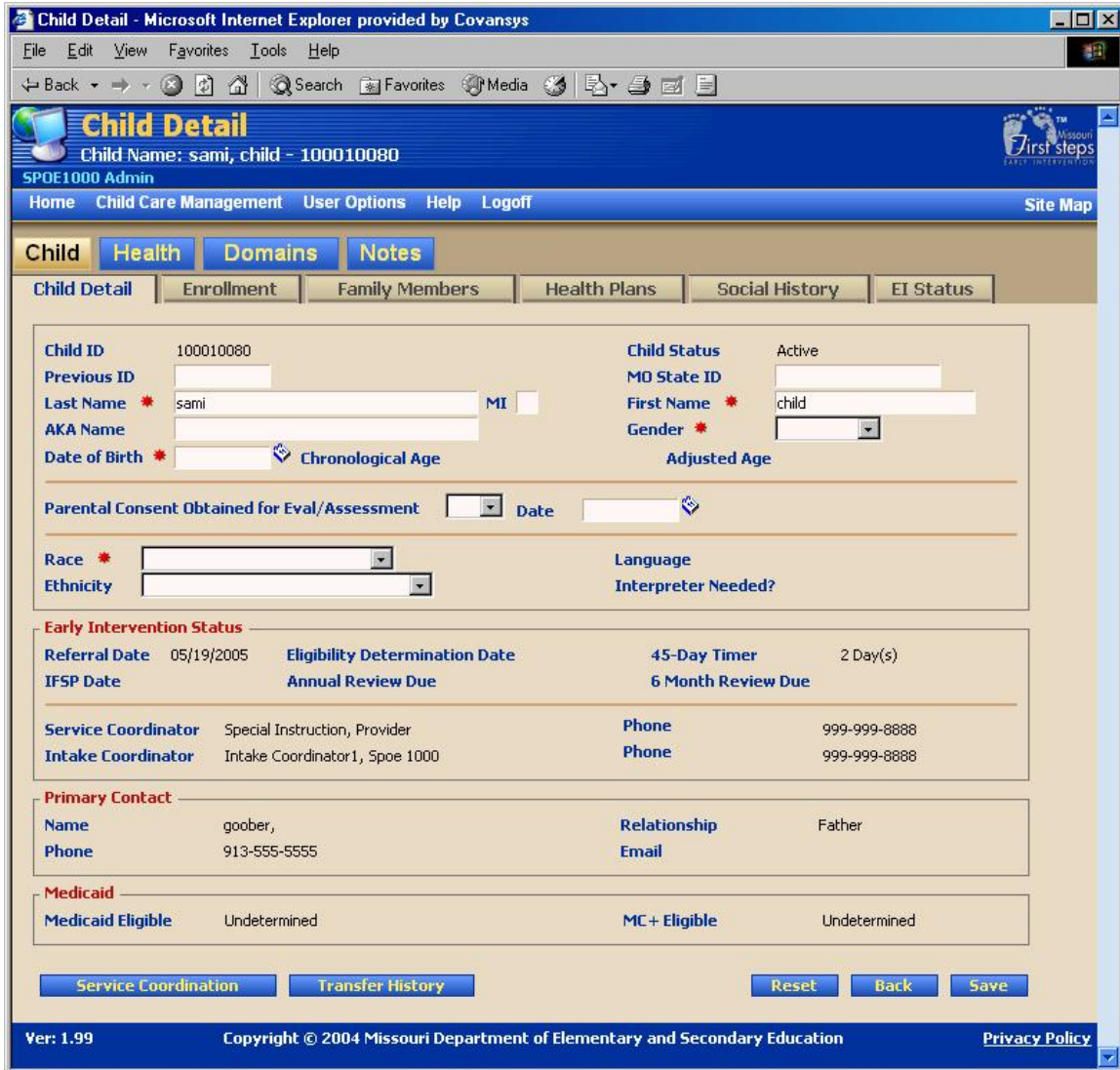
9. Click **Save**.

Enter an Immunization Record from Social History

Use this exercise to record an immunization that a child has received from the [Social History](#) page.

Complete the following steps to finish this exercise:

1. On the [Child List](#) page, click the  icon in the **Detail** column for a specific child record. The [Child Detail](#) page displays.



Child Detail - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print

Child Detail
Child Name: sami, child - 100010080
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Notes

Child Detail Enrollment Family Members Health Plans Social History EI Status

Child ID 100010080 Child Status Active
Previous ID MO State ID
Last Name * sami MI ☐ First Name * child
AKA Name Gender *
Date of Birth * Chronological Age Adjusted Age
Parental Consent Obtained for Eval/Assessment ☐ Date
Race * Language
Ethnicity Interpreter Needed?

Early Intervention Status

Referral Date	05/19/2005	Eligibility Determination Date	45-Day Timer	2 Day(s)
IFSP Date		Annual Review Due	6 Month Review Due	

Service Coordinator Special Instruction, Provider Phone 999-999-8888
Intake Coordinator Intake Coordinator1, Spoe 1000 Phone 999-999-8888

Primary Contact

Name	goober,	Relationship	Father
Phone	913-555-5555	Email	

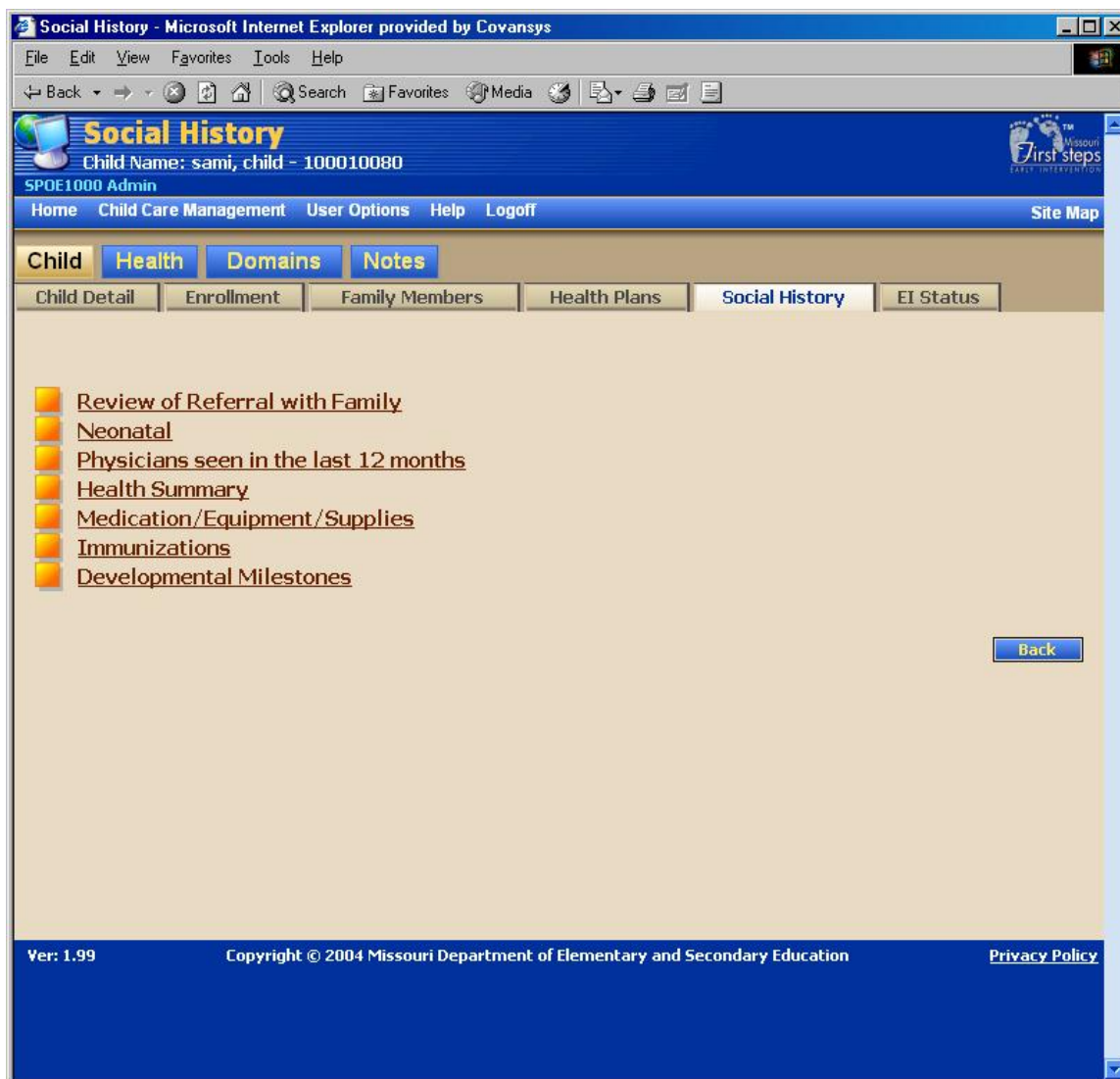
Medicaid

Medicaid Eligible	Undetermined	MC + Eligible	Undetermined
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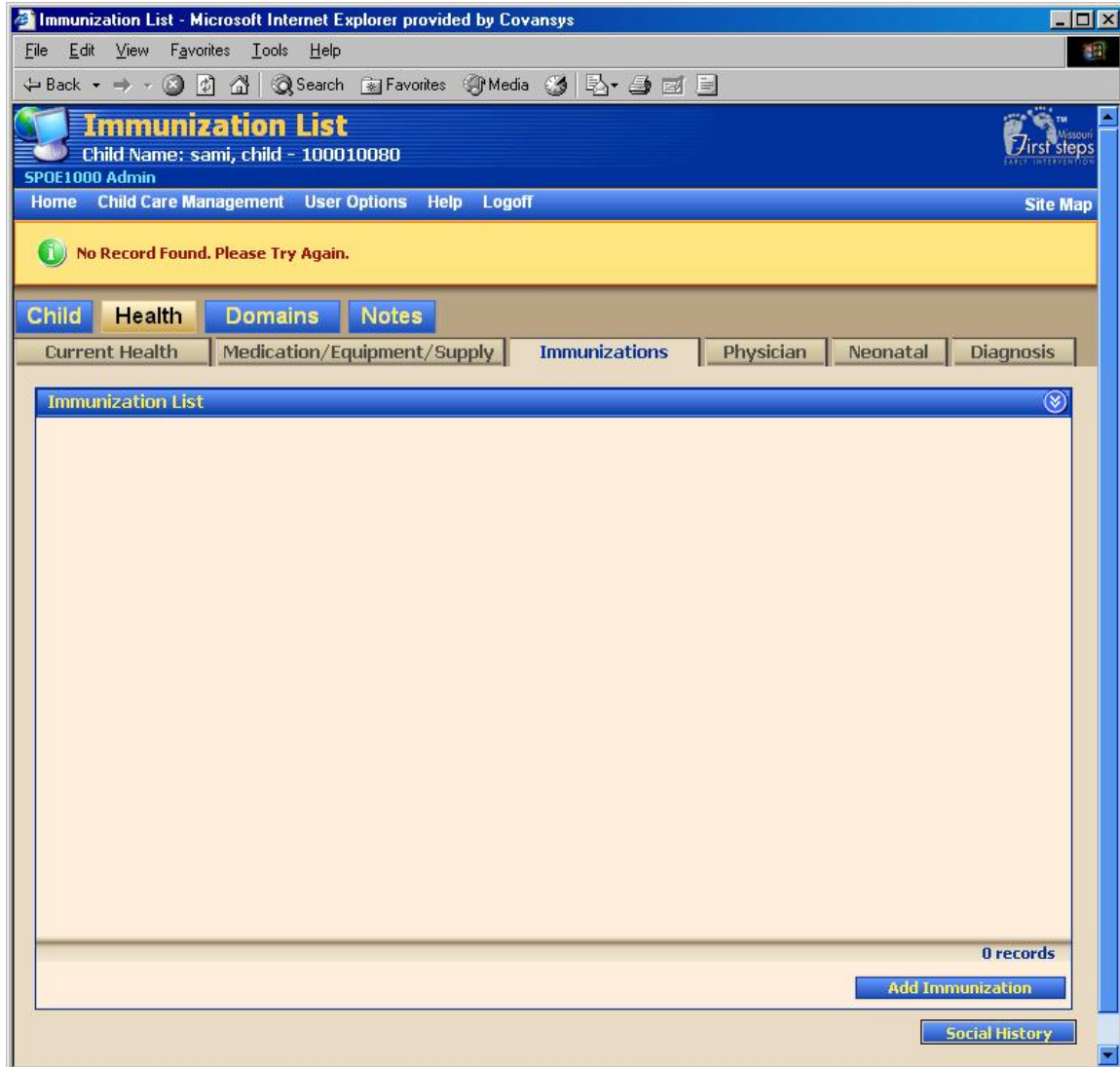
Service Coordination Transfer History Reset Back Save

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2. Click the **Social History** tab. The [Social History](#) page displays.




3. Click the **Immunizations** link. The [Immunization List](#) page displays.



4. Click **Add Immunization**. The [Immunization Detail](#) page displays.


The screenshot shows a web browser window titled "Immunization Detail - Microsoft Internet Explorer provided by Covansys". The form has a light beige background. At the top left, there is a label "Immunization" with a red asterisk, followed by a dropdown menu. Below it is a label "Date" followed by a text input field and a small calendar icon. To the right of the input field is a checkbox labeled "Immunization up to date". At the bottom right of the form are three buttons: "Reset", "Close", and "Save".

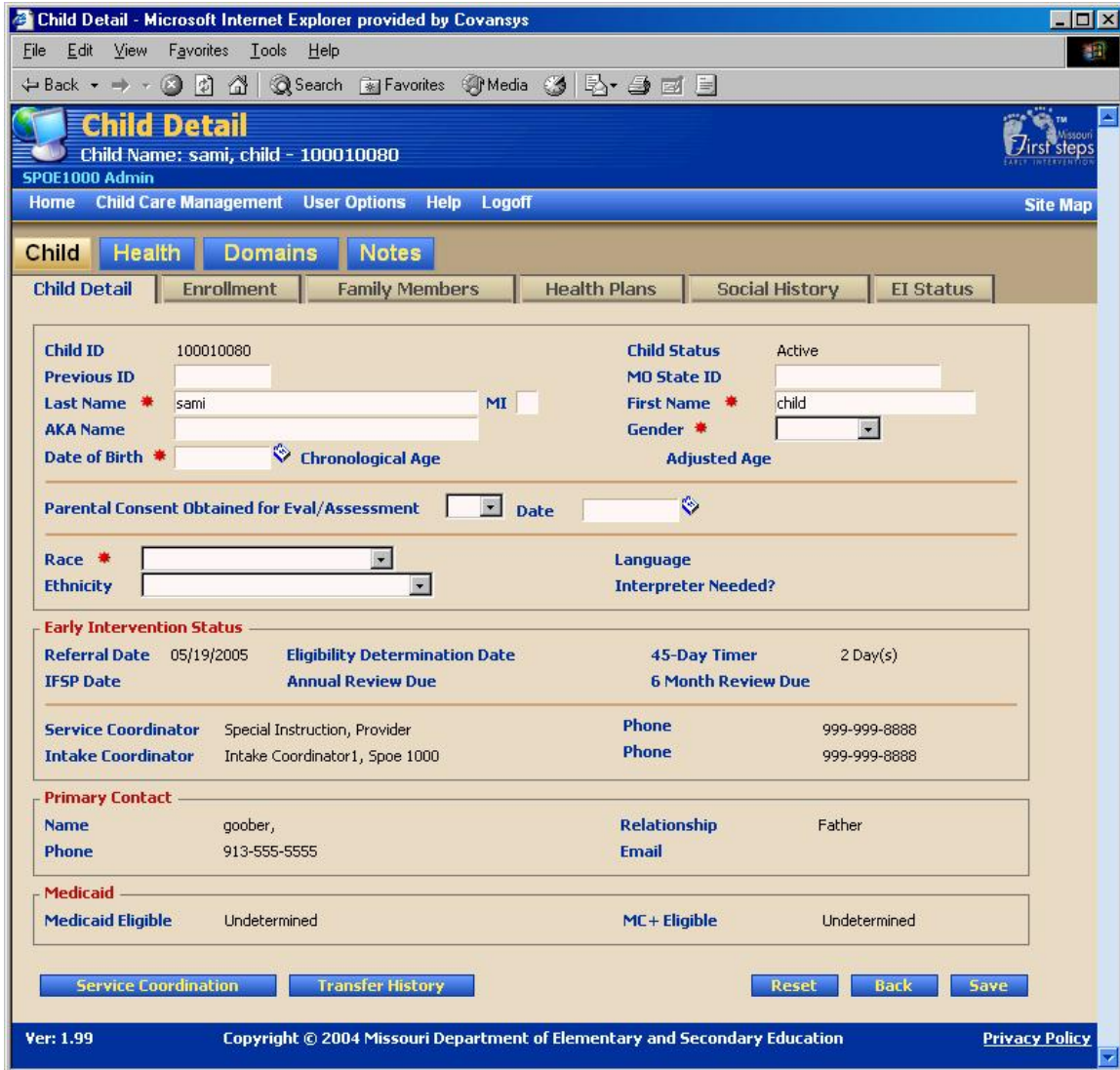
5. In **Immunization**, select the immunization received by the child.
6. In **Date**, enter or select the date on which the child received the immunization. You can click the  icon to select a date from a calendar.
7. Select the **Immunization up to date** check box to indicate that the child's immunization is up to date.
8. Click **Save**.

Enter a Developmental Milestone from Social History

Use this exercise to enter a developmental milestone for a child from the [Social History](#) page.

Complete the following steps to finish this exercise:

1. On the [Child List](#) page, click the  icon in the **Detail** column for a specific child record. The [Child Detail](#) page displays.



Child Detail - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print

Child Detail
Child Name: sami, child - 100010080
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Notes

Child Detail Enrollment Family Members Health Plans Social History EI Status

Child ID 100010080 Child Status Active
Previous ID MO State ID
Last Name * sami MI First Name * child
AKA Name Gender *
Date of Birth * Chronological Age Adjusted Age

Parental Consent Obtained for Eval/Assessment Date

Race * Language
Ethnicity Interpreter Needed?

Early Intervention Status

Referral Date	05/19/2005	Eligibility Determination Date	45-Day Timer	2 Day(s)
IFSP Date		Annual Review Due	6 Month Review Due	

Service Coordinator Special Instruction, Provider Phone 999-999-8888
Intake Coordinator Intake Coordinator1, Spoe 1000 Phone 999-999-8888

Primary Contact

Name	goober,	Relationship	Father
Phone	913-555-5555	Email	

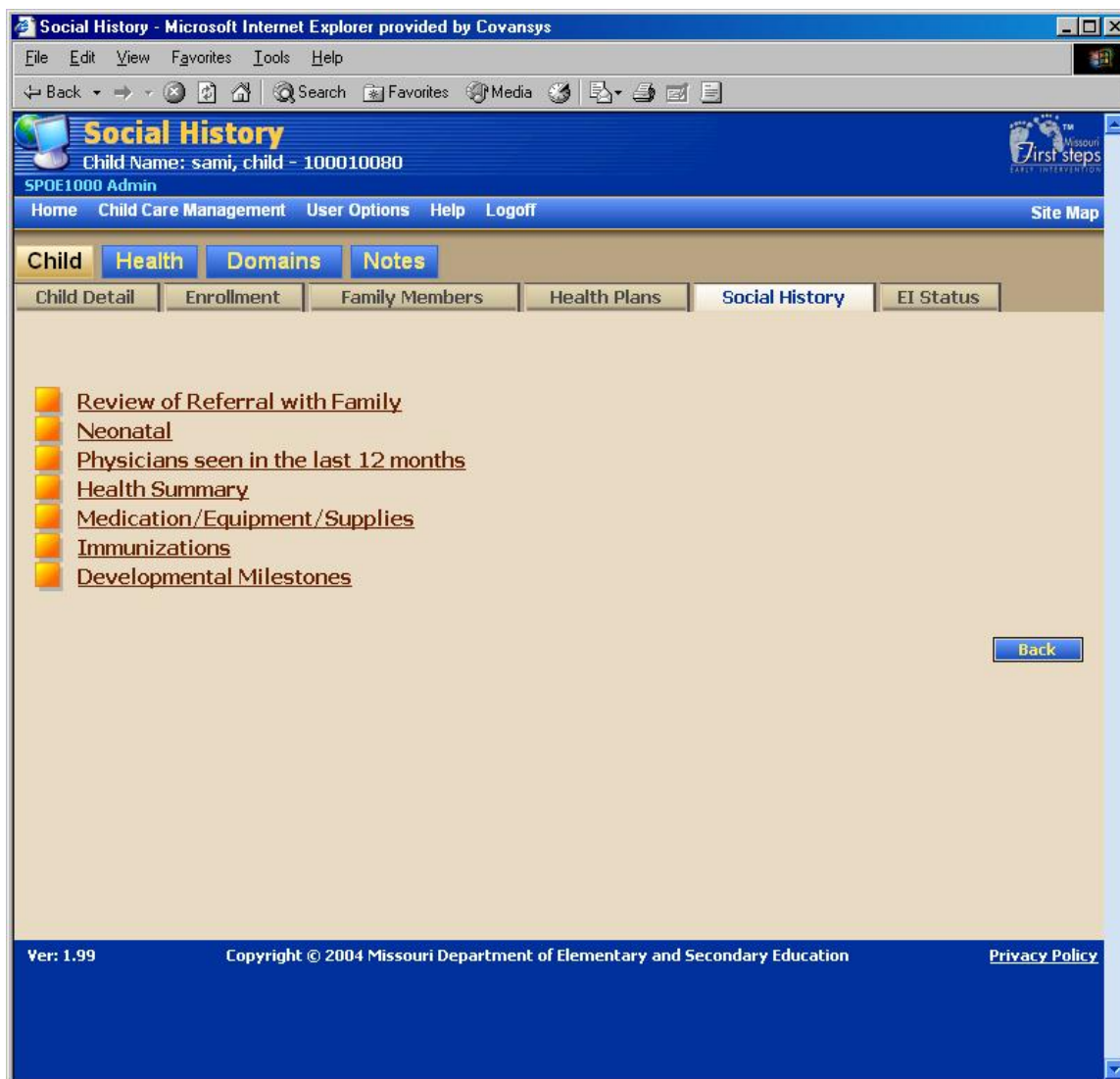
Medicaid

Medicaid Eligible	Undetermined	MC + Eligible	Undetermined
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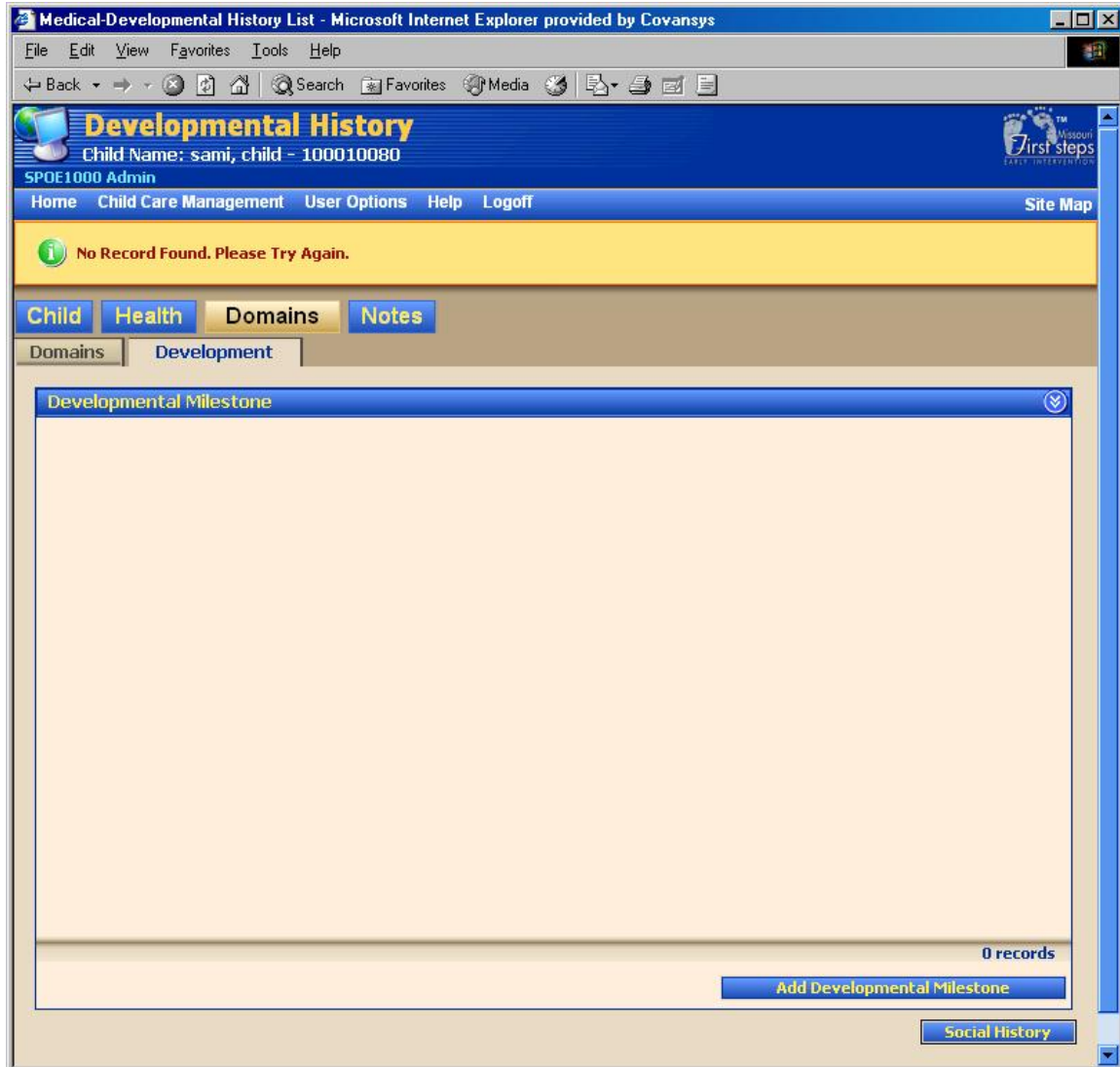
Service Coordination Transfer History Reset Back Save

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2. Click the **Social History** tab. The [Social History](#) page displays.



3. Click the **Developmental Milestones** link. The [Developmental History](#) page displays.



4. Click **Add Developmental Milestone**. The [Developmental Milestones](#) page displays.

Developmental Milestones - Microsoft Internet Explorer provided by Covansys

Skill Type * Feeding Skills

Select	Acquired Skill
<input type="checkbox"/>	Eats soft foods only
<input type="checkbox"/>	Eats solid foods
<input type="checkbox"/>	Feeds self w/fork

1 12 records

Is this an area of concern? * ☐ Yes ☐ No

Comment

Reset Close Save

5. Select a **Skill Type**. The **Skills List** table will refresh to display skills of the selected type.
6. Select a check box in the **Select** column of the **Skills List** table to indicate that a specific skill has been acquired by the child. More than one skill can be selected. If the child has acquired none of the skills listed, you can skip this step.
7. Select the **Yes** or **No** radio button in **Is this an Area of Concern?** to indicate that certain concerns surround the selected skill(s).
8. In **Comment**, enter any comments about the selected skill(s) in 250 characters or less.
9. Click **Save**.

E. I. Status Overview

The [EI Status](#) page displays the current status of a child's record and which program data requirements have been met as of the current date. This information is displayed in the **Child EI Status** table. The E.I. status is initiated with each new enrollment period and is reflective of the child's current status in the system's enrollment process. As required data elements are completed, the child's record progresses through each of the E.I. statuses. The E.I. status is used to designate which pages are available for data entry in a child's record.

Referral Status

The child's record is in *Referral* status from the time the referral is accepted into the database until the initial parental consent edits are passed.

IPC Status

The child's record is in Initial Parental Consent, or *IPC* status after the parental consent is obtained and the edits are passed. If the user selects to run the edits, the child's record is checked for various data elements. If the data edits are passed successfully, the status is updated to *IPC*. In *IPC* status, the **Eligibility** tab and related pages are available to the user. If parental consent is denied, the edits are run but the status is not updated. The user must end the enrollment period for the record.

Eligibility Status

The record is updated to *Eligibility* status when the Eligibility edits are passed successfully and the record is marked as eligible. In *Eligibility* status, the **Team Meetings** and **IFSP** tabs and related pages are available to the user. If the child is determined to be not eligible and the edits are run, the child's enrollment period is ended by the system as not eligible.


IFSP Status

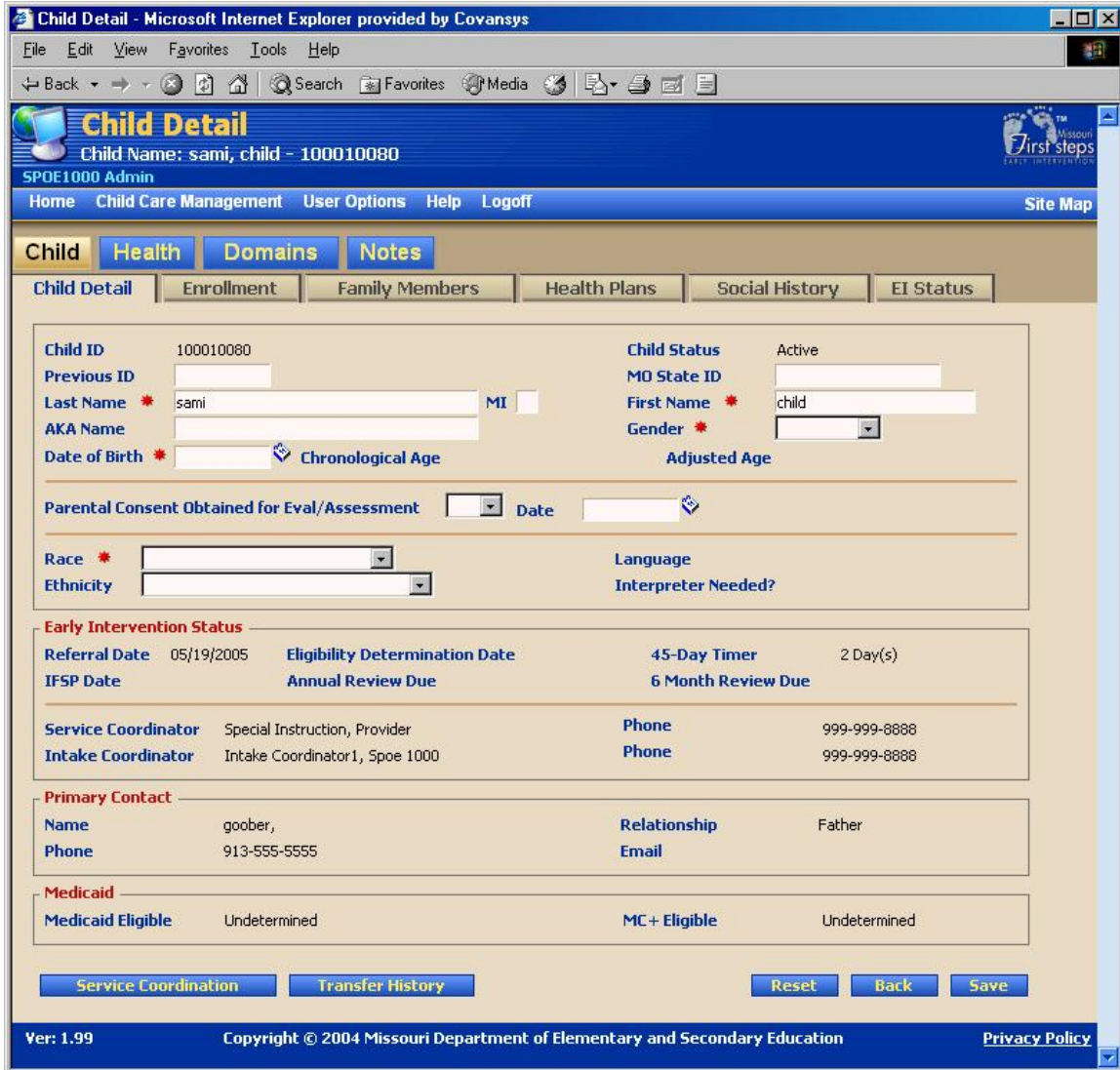
The IFSP status begins when the *Initial* team meeting is finalized and the team meeting edits are passed successfully. The record remains in *IFSP* status until the enrollment period is ended. The status is not updated again unless the child re-enters the system in a new enrollment period.

View a Child's E.I. Status

Use this exercise to see how to view a child's E.I. status.

Complete the following steps to finish this exercise:

1. On the [Child List](#) page, click the  icon in the **Detail** column for a specific child record. The [Child Detail](#) page displays.



Child Detail - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Child Detail
Child Name: sami, child - 100010080
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Notes

Child Detail Enrollment Family Members Health Plans Social History EI Status

Child ID: 100010080
Previous ID:
Last Name: * sami MI
AKA Name:
Date of Birth: * Chronological Age Adjusted Age
Child Status: Active
MD State ID:
First Name: * child
Gender: *
Parental Consent Obtained for Eval/Assessment: Date:
Race: * Language:
Ethnicity: Interpreter Needed?

Early Intervention Status

Referral Date	05/19/2005	Eligibility Determination Date	45-Day Timer	2 Day(s)
IFSP Date		Annual Review Due	6 Month Review Due	

Service Coordinator: Special Instruction, Provider
Intake Coordinator: Intake Coordinator1, Spoe 1000
Phone: 999-999-8888
Phone: 999-999-8888

Primary Contact

Name	goober,	Relationship	Father
Phone	913-555-5555	Email	

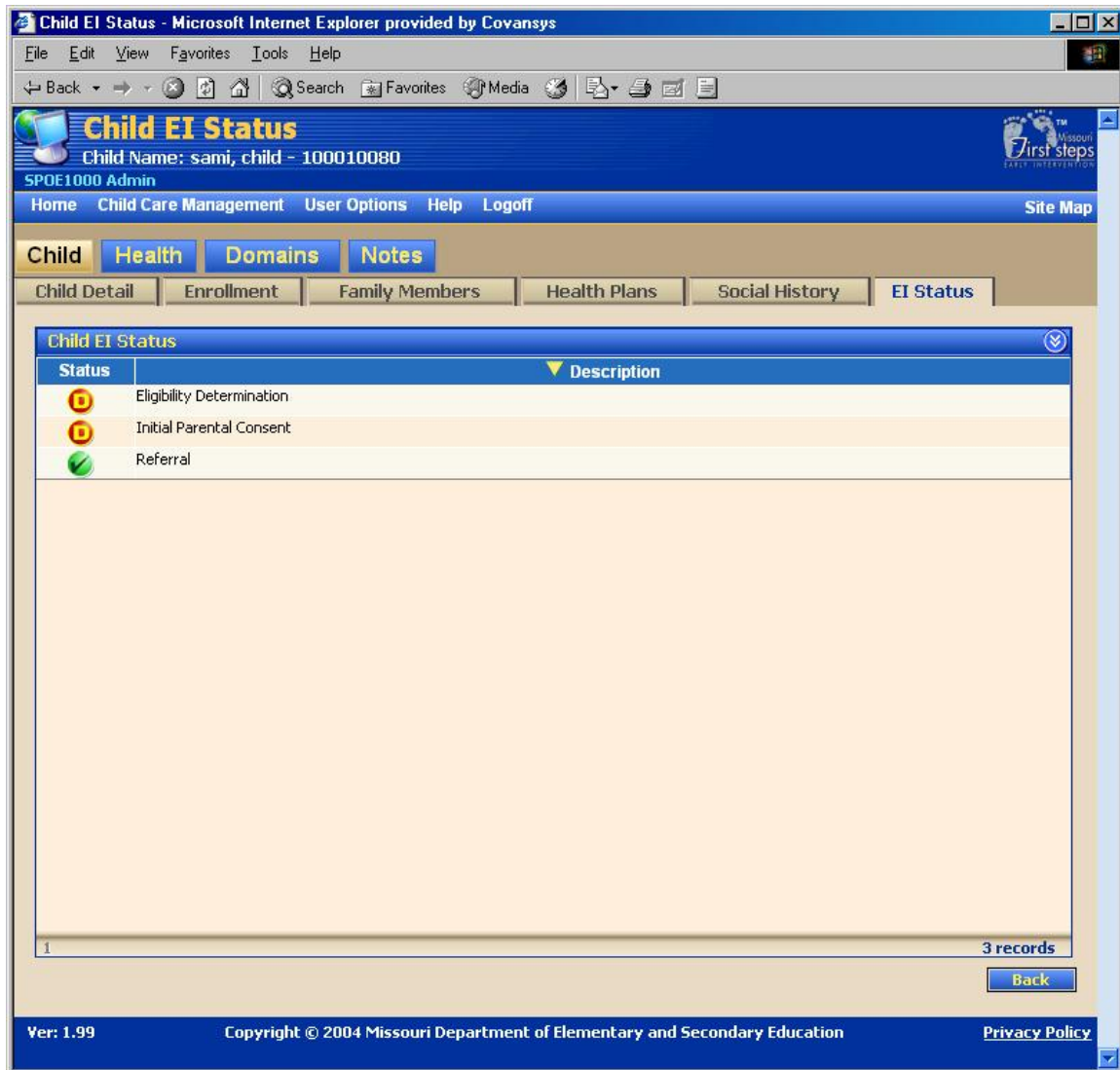
Medicaid

Medicaid Eligible	Undetermined	MC+ Eligible	Undetermined
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Service Coordination Transfer History Reset Back Save

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2. Click the **E.I. Status** tab. The [Child E.I. Status](#) page displays.



3. In the **Child EI Status** table, view the child's E.I. status information. The following icons are displayed in the **Status** column:


- The **Referral Accepted** icon indicates that the referral was accepted for initial parental consent and eligibility determination.
- The **Need Edits Run** icon indicates that program edits need to be run and that a team meeting is in Ongoing status.
- The **Data is Required** icon indicates that more data is needed or required in a specific area.
- The **Scheduled** icon indicates that a team meeting is in Scheduled status.

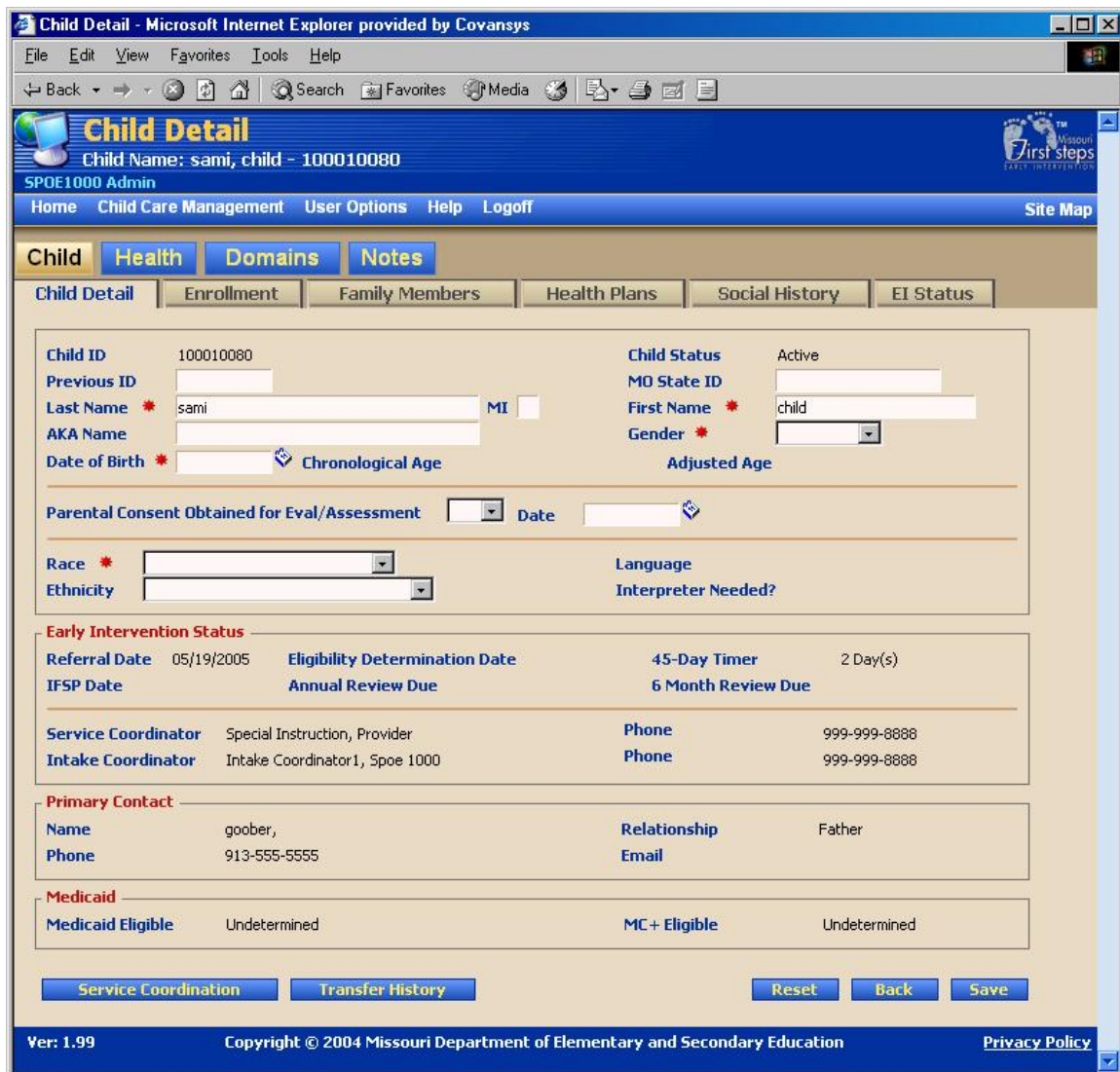
Current Health Information

View a Child's Current Health Summary Information

Use this exercise to see how to view a child's most current health summary information.

Complete the following steps to finish this exercise:

1. On the [Child List](#) page, click the  icon in the **Detail** column for a specific child record. The [Child Detail](#) page displays.



Child Detail - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Child Detail
Child Name: sami, child - 100010080
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Notes

Child Detail Enrollment Family Members Health Plans Social History EI Status

Child ID 100010080 Child Status Active
Previous ID MO State ID
Last Name * sami MI First Name * child
AKA Name Gender *
Date of Birth * Chronological Age Adjusted Age
Parental Consent Obtained for Eval/Assessment Date
Race * Language
Ethnicity Interpreter Needed?

Early Intervention Status
Referral Date 05/19/2005 Eligibility Determination Date 45-Day Timer 2 Day(s)
IFSP Date Annual Review Due 6 Month Review Due
Service Coordinator Special Instruction, Provider Phone 999-999-8888
Intake Coordinator Intake Coordinator1, Spoe 1000 Phone 999-999-8888

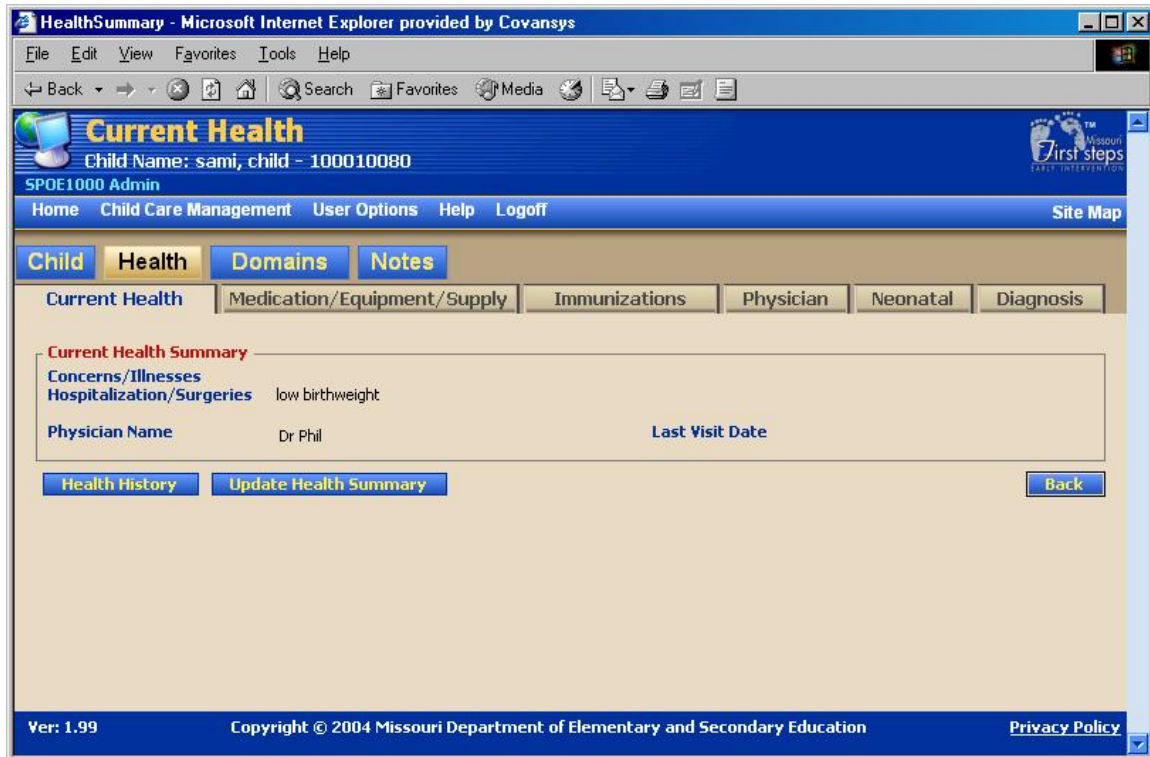
Primary Contact
Name goober, Relationship Father
Phone 913-555-5555 Email

Medicaid
Medicaid Eligible Undetermined MC + Eligible Undetermined

Service Coordination Transfer History Reset Back Save

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2. Click the **Health** tab. The [Current Health](#) page displays.



3. The child's most current health information is displayed on this page.

Under **Current Health Summary**, view the following information:


- **Concerns/Illnesses** displays text describing a concern, diagnosis, or illness for the child.
- **Hospitalization/Surgeries** displays text describing any hospitalizations or surgeries for the child.
- **Physician Name** displays the name of the diagnosing physician.
- **Last Visit Date** displays the date on which the child last visited the diagnosing physician.

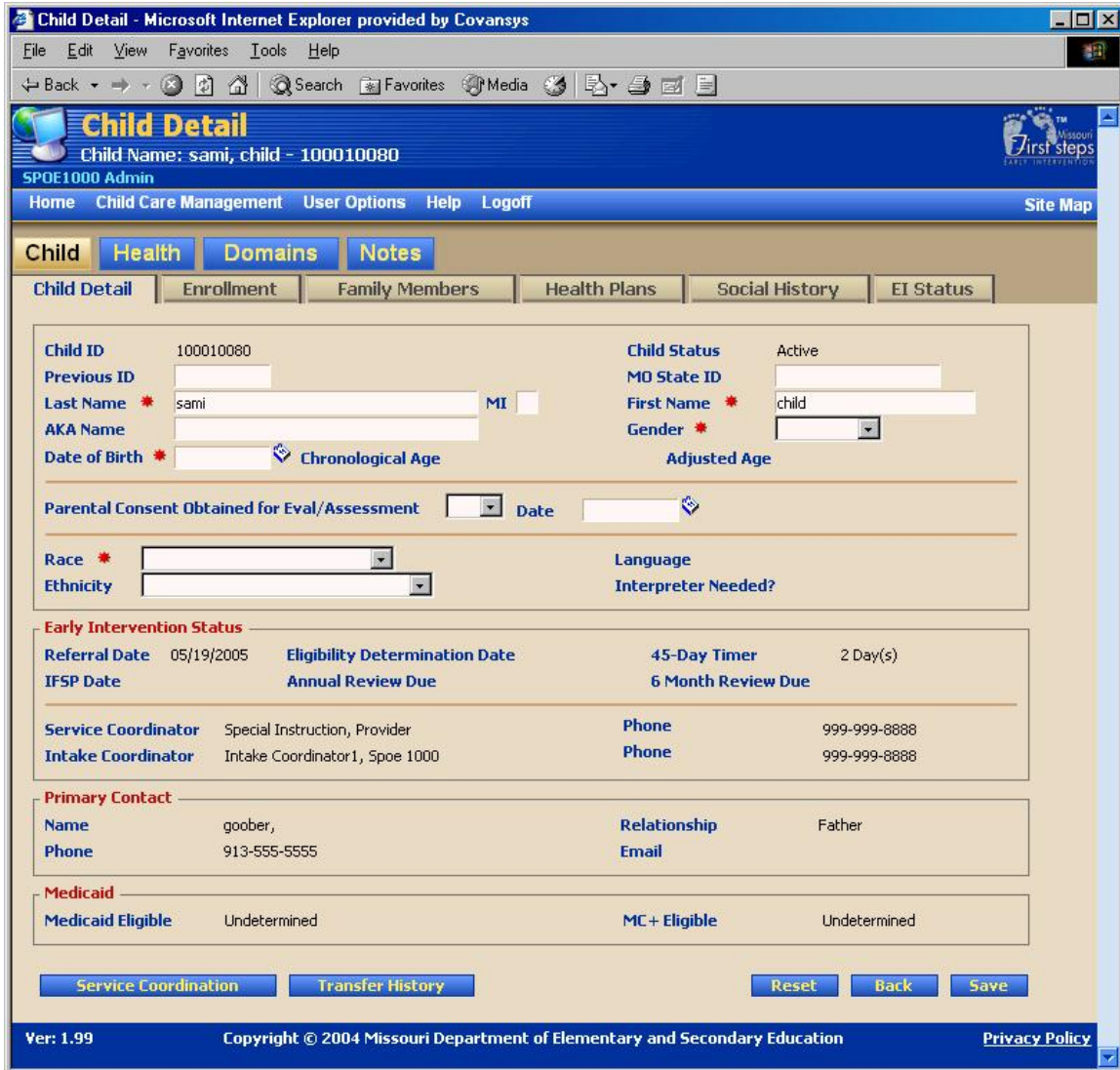
 **Tip:** You can click **Update Health Summary** to update the health summary information displayed, or click **Health History** to view a history of health summaries for the child.

View the Medical/Equipment Supply List

Use this exercise to see how to view a list of a medications, equipment, and supplies for a child.

Complete the following steps to finish this exercise:

1. On the [Child List](#) page, click the  icon in the **Detail** column for a specific child record. The [Child Detail](#) page displays.



Child Detail - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print

Child Detail
Child Name: sami, child - 100010080
SP0E1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Notes

Child Detail Enrollment Family Members Health Plans Social History EI Status

Child ID 100010080 Child Status Active
Previous ID MO State ID
Last Name * sami MI First Name * child
AKA Name Gender *
Date of Birth * Chronological Age Adjusted Age

Parental Consent Obtained for Eval/Assessment ☐ Date

Race * Language
Ethnicity Interpreter Needed?

Early Intervention Status

Referral Date	05/19/2005	Eligibility Determination Date	45-Day Timer	2 Day(s)
IFSP Date		Annual Review Due	6 Month Review Due	

Service Coordinator Special Instruction, Provider Phone 999-999-8888
Intake Coordinator Intake Coordinator1, Spoe 1000 Phone 999-999-8888

Primary Contact

Name	goober,	Relationship	Father
Phone	913-555-5555	Email	

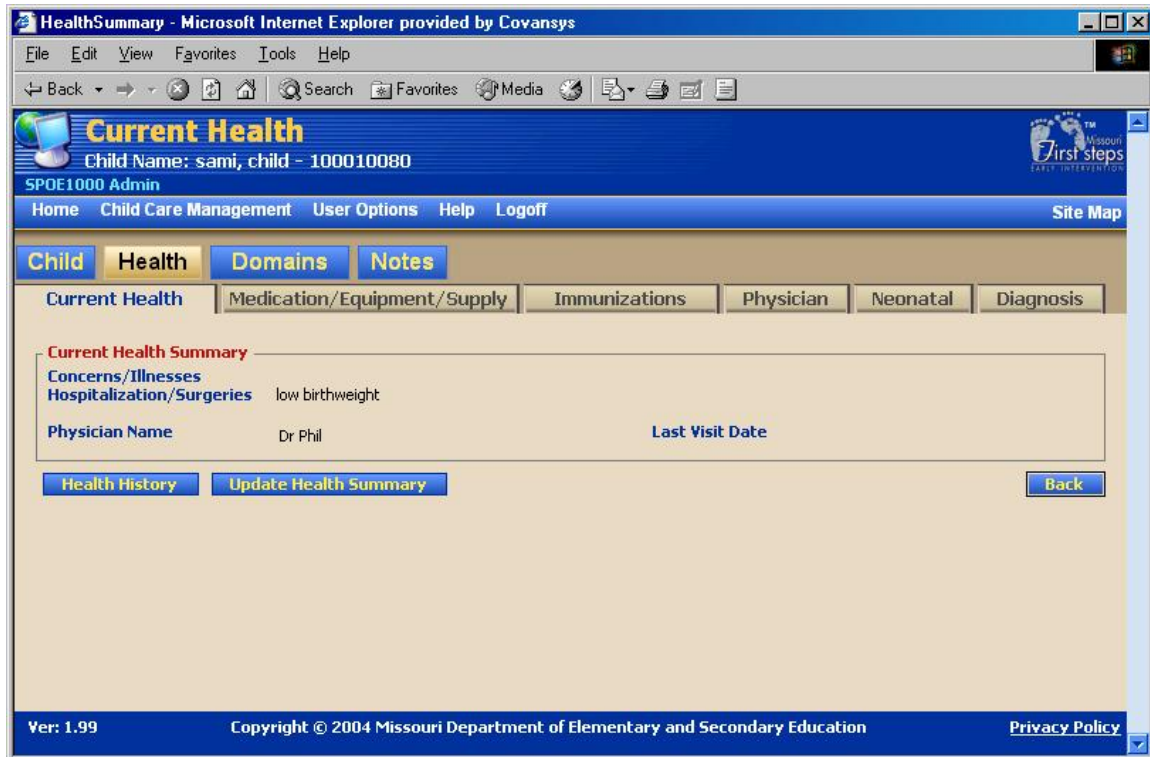
Medicaid

Medicaid Eligible	Undetermined	MC + Eligible	Undetermined
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Service Coordination Transfer History Reset Back Save

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2. Click the **Health** tab. The [Current Health](#) page displays.



3. Click the **Medication/Equipment/Supply** tab. The [Medical/Equipment Supply List](#) page displays.

Medical-Equipment List - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media

Medical/Equipment Supply List

Child Name: sami, child - 100010080



SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child **Health** Domains Notes

Current Health Medication/Equipment/Supply Immunizations Physician Neonatal Diagnosis

Medical Equipment List

Detail	Type	Name	Start Date	End Date
	Medication	dtip	05/20/2005	
	Equipment	Ventilator	05/20/2005	



1 2 records

Add Equipment/Supplies Add Medication

Back

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- View the list of medications, equipment, and supplies in the **Medical Equipment List** table.

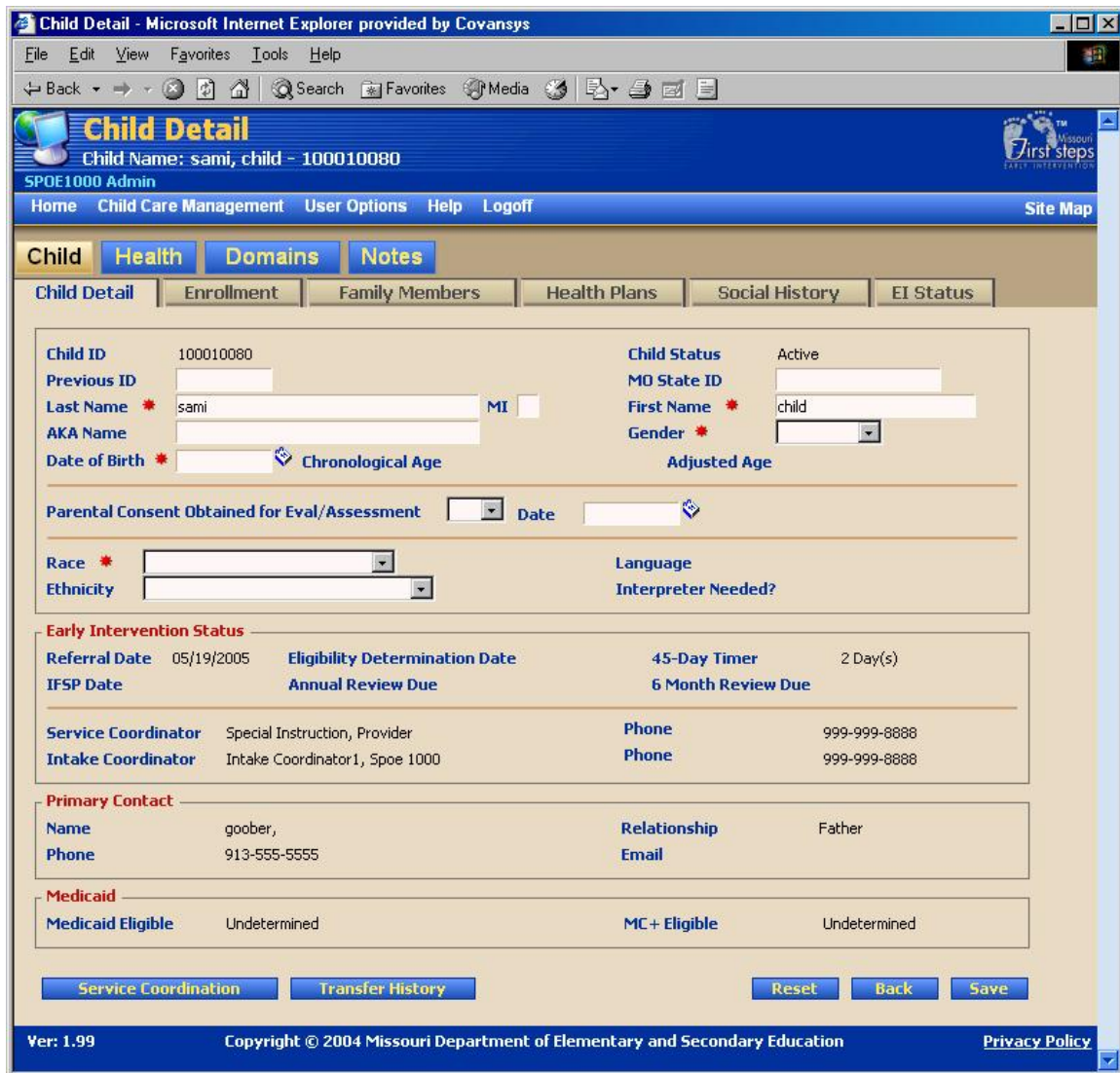
 **Tip:** You can click the  icon in the **Detail** column to view detailed medication, equipment, or supplies information. The page that displays is based on the type of item selected.

View the Immunization List

Use this exercise to see how to view a list of immunizations that a child has received.

Complete the following steps to finish this exercise:

1. On the [Child List](#) page, click the  icon in the **Detail** column for a specific child record. The [Child Detail](#) page displays.



Child Detail - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Child Detail
Child Name: sami, child - 100010080
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Notes

Child Detail Enrollment Family Members Health Plans Social History EI Status

Child ID: 100010080
Previous ID:
Last Name: * sami MI
AKA Name:
Date of Birth: * Chronological Age Adjusted Age
Child Status: Active
MD State ID:
First Name: * child
Gender: *
Parental Consent Obtained for Eval/Assessment: Date:
Race: * Language:
Ethnicity: Interpreter Needed?

Early Intervention Status

Referral Date	05/19/2005	Eligibility Determination Date	45-Day Timer	2 Day(s)
IFSP Date		Annual Review Due	6 Month Review Due	

Service Coordinator: Special Instruction, Provider
Intake Coordinator: Intake Coordinator1, Spoe 1000
Phone: 999-999-8888
Phone: 999-999-8888

Primary Contact

Name	goober,	Relationship	Father
Phone	913-555-5555	Email	

Medicaid

Medicaid Eligible	Undetermined	MC+ Eligible	Undetermined
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Service Coordination Transfer History Reset Back Save

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2. Click the **Health** tab. The [Current Health](#) page displays.

HealthSummary - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media

Current Health
Child Name: sami, child - 100010080
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child **Health** Domains Notes

Current Health Medication/Equipment/Supply Immunizations Physician Neonatal Diagnosis

Current Health Summary

Concerns/Ilnesses
Hospitalization/Surgeries low birthweight
Physician Name Dr Phil Last Visit Date

Health History Update Health Summary Back

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3. Click the **Immunizations** tab. The [Immunization](#) page displays.

Immunization List - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media

Immunization List

Child Name: sami, child - 100010080

SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Notes

Current Health Medication/Equipment/Supply Immunizations Physician Neonatal Diagnosis

Immunization List

Detail	Date	Immunization	UpToDate
	12/30/3999	Dtap	No
	12/30/3999	Dtap	No
	12/30/3999	IPV/OPV	No

1 3 records

Add Immunization

Back

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- View the list of immunizations that the child has received in the **Immunization List** table.

Tip: You can click the icon in the **Detail** column to view detailed immunization information. The [Immunization Detail](#) page displays when clicked.

View the Physician List

Use this exercise to see how to view a list of physicians that a child has visited.

Complete the following steps to finish this exercise:

1. On the [Child List](#) page, click the  icon in the **Detail** column for a specific child record. The [Child Detail](#) page displays.

Child Detail - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Child Detail
Child Name: sami, child - 100010080
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Notes

Child Detail Enrollment Family Members Health Plans Social History EI Status

Child ID: 100010080
Previous ID:
Last Name: * sami MI
AKA Name:
Date of Birth: * Chronological Age Adjusted Age
Child Status: Active
MD State ID:
First Name: * child
Gender: *
Parental Consent Obtained for Eval/Assessment: Date:
Race: * Language:
Ethnicity: Interpreter Needed?

Early Intervention Status

Referral Date	05/19/2005	Eligibility Determination Date	45-Day Timer	2 Day(s)
IFSP Date		Annual Review Due	6 Month Review Due	

Service Coordinator: Special Instruction, Provider Phone: 999-999-8888
Intake Coordinator: Intake Coordinator1, Spoe 1000 Phone: 999-999-8888

Primary Contact

Name	goober,	Relationship	Father
Phone	913-555-5555	Email	

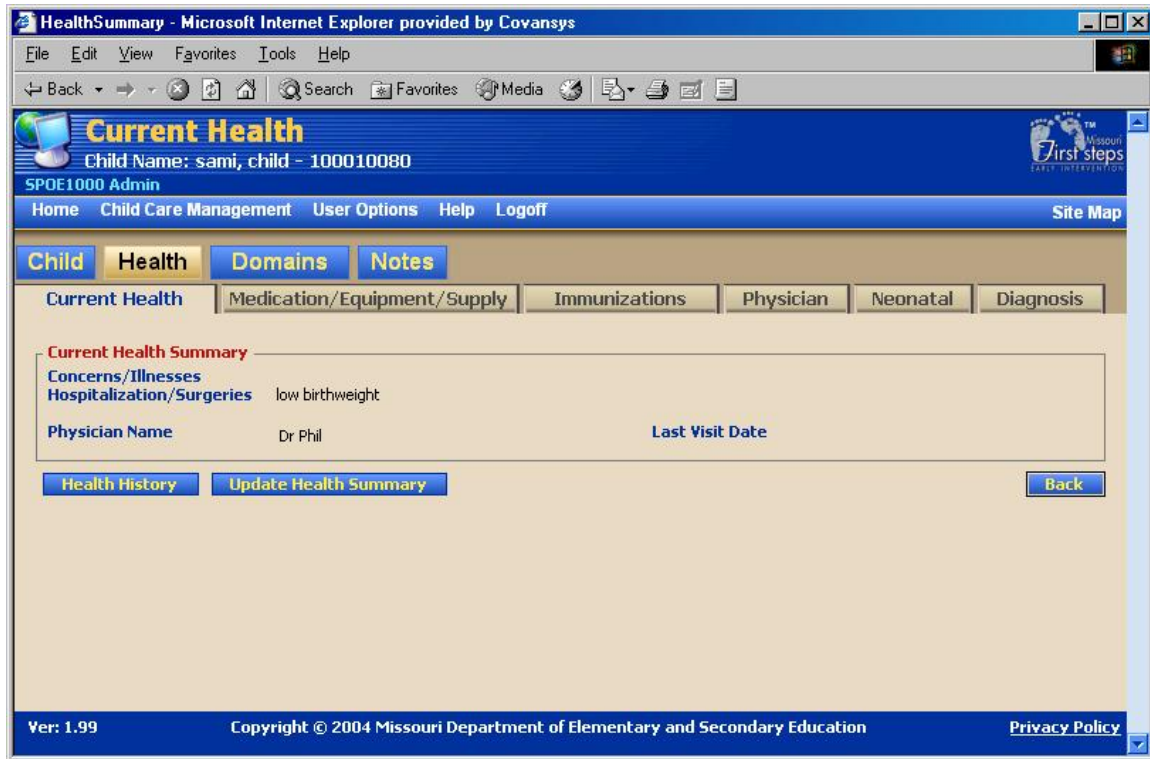
Medicaid

Medicaid Eligible	Undetermined	MC+ Eligible	Undetermined
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Service Coordination Transfer History Reset Back Save

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2. Click the **Health** tab. The [Current Health](#) page displays.



3. Click the **Physician** tab. The [Physician List](#) page displays.

Physician List - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media


Physician List
Child Name: sami, child - 100010080
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child **Health** Domains Notes

Current Health Medication/Equipment/Supply Immunizations **Physician** Neonatal Diagnosis

Physician List

Detail	Physician Name	Phone	Physician Type	Hospital
	Dr Phil	913-555-5555	Primary Care Physician	

1 records

[Add Physician](#)

[Back](#)

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- View the list of physicians that the child has visited in the **Physician List** table.

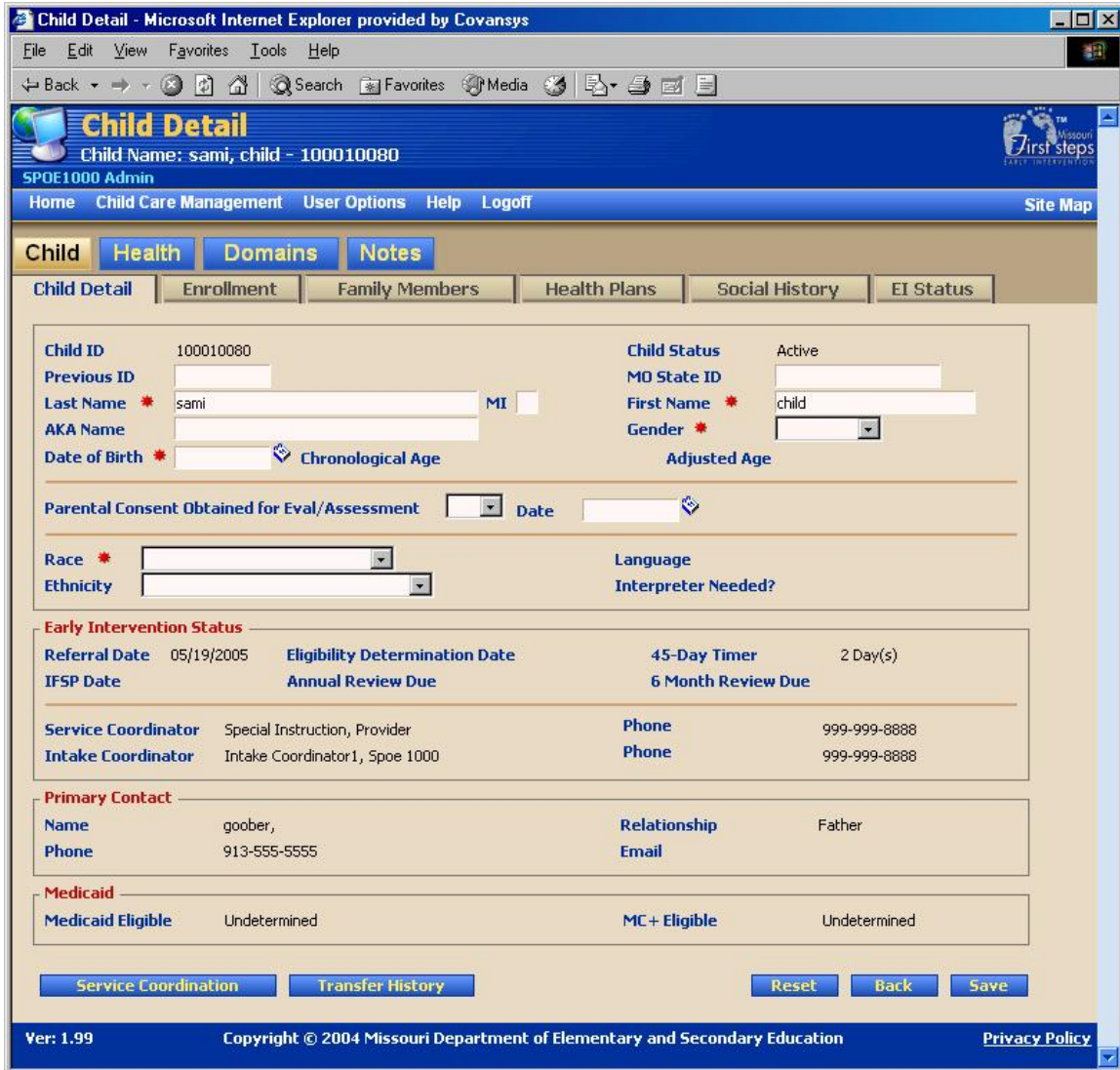
 **Tip:** You can click the  icon in the **Detail** column to view detailed physician information. The [Physician Detail](#) page displays when clicked.

View, Enter, or Update Neonatal Information

Use this exercise to see how to view, enter, or update detailed neonatal information about a child.

Complete the following steps to finish this exercise:

1. On the [Child List](#) page, click the  icon in the **Detail** column for a specific child record. The [Child Detail](#) page displays.



Child Detail - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Child Detail
Child Name: sami, child - 100010080
SP0E1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Notes

Child Detail Enrollment Family Members Health Plans Social History EI Status

Child ID: 100010080
Previous ID:
Last Name: * sami MI
AKA Name:
Date of Birth: * Chronological Age Adjusted Age
Child Status: Active
MO State ID:
First Name: * child
Gender: *
Parental Consent Obtained for Eval/Assessment: Date:
Race: * Language:
Ethnicity: Interpreter Needed?

Early Intervention Status

Referral Date	05/19/2005	Eligibility Determination Date	45-Day Timer	2 Day(s)
IFSP Date		Annual Review Due	6 Month Review Due	

Service Coordinator: Special Instruction, Provider Phone: 999-999-8888
Intake Coordinator: Intake Coordinator1, Spoe 1000 Phone: 999-999-8888

Primary Contact

Name	goober,	Relationship	Father
Phone	913-555-5555	Email	

Medicaid

Medicaid Eligible	Undetermined	MC + Eligible	Undetermined
-------------------	--------------	---------------	--------------

Service Coordination Transfer History Reset Back Save

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2. Click the **Health** tab. The [Current Health](#) page displays.

HealthSummary - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media

Current Health
Child Name: sami, child - 100010080
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Notes

Current Health Medication/Equipment/Supply Immunizations Physician Neonatal Diagnosis

Current Health Summary


Concerns/Ilnesses
Hospitalization/Surgeries low birthweight

Physician Name Dr Phil Last Visit Date

Health History Update Health Summary Back

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3. Click the **Neonatal** tab. The [Neonatal Detail](#) page displays.

4. Enter or select the child's **Actual Due Date**. You can click the  icon to select a date from a calendar.
5. Enter the child's **Gestational Age**. If a NICU referral exists, default information is displayed.
6. Enter the child's **Place of Birth**.
7. Enter the child's **Birth Weight (Grams)**. If a NICU referral exists, default information is displayed.
8. Enter the number of days the child spent in the hospital after delivery in **Newborn Hospital Stay**.
9. Complete the following information under **NICU Information** as necessary (if a NICU referral exists, default information is displayed):
 - Select the **Medical condition associated with Mental Retardation/Developmental Disability exists** check box to indicate the child has a medical condition associated with Mental Retardation/Developmental Disability.
 - Select the **Very low birth weight AND one or more of the following conditions exist** check box to indicate that the child had

a very low birth weight. If the check box is selected, one or more of the following check boxes must be selected:


- Select the **Intra-cranial Bleeds (Grade II, III, IV)** check box to indicate that the child suffered intra-cranial bleeds of an indicated grade.
- Select the **Apgar of 6 or less** check box to indicate that the child was given a score of 6 or less on the Apgar assessment.
- Select the **Ventilator or CPAP dependent for 72 hours or more** check box to indicate that the child received assistance in breathing.
- Select the **Asphyxiation** check box to indicate that the child suffered from asphyxiation.
- Select the child's **ICD9** code by clicking the search icon and selecting an ICD9 code from the **Diagnosis List** that displays.
- Enter the **Reasons** the child was referred to the program in 250 characters or less.

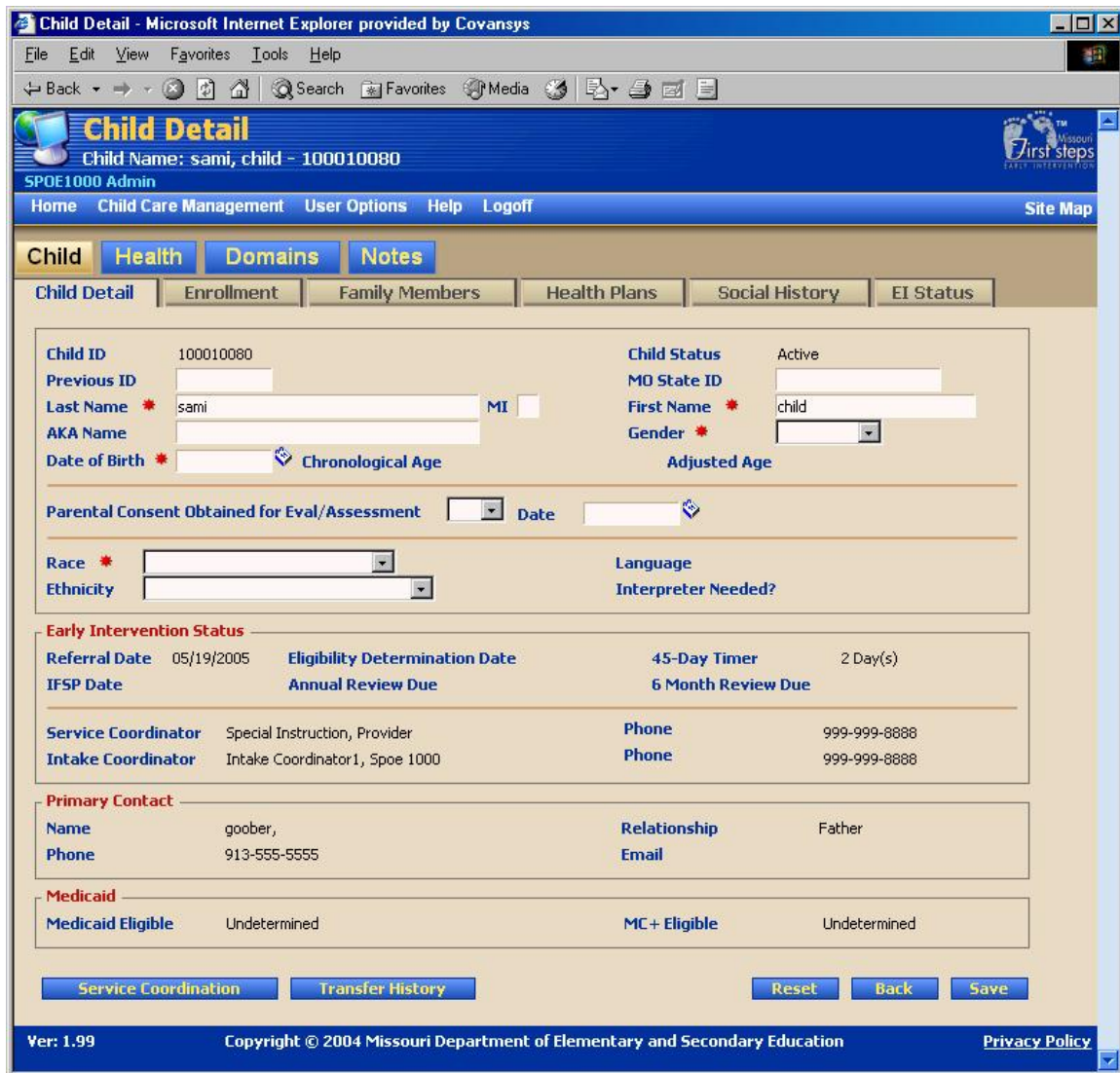
10. Enter any pertinent health information or areas of concern or medications in **List any Pertinent Health Information or Areas of Concern or Medications** in 250 characters or less.
11. Enter the name of the individual who provided the child's neonatal information in **Information Obtained from** in 20 characters or less.
12. Enter the relationship that the individual who provided the neonatal information has with the child in **Relationship to Child** in 20 characters or less.
13. Click **Save**.

View the Diagnosis List

Use this exercise to see how to view the diagnosis list for a child.

Complete the following steps to finish this exercise:

1. On the [Child List](#) page, click the  icon in the **Detail** column for a specific child record. The [Child Detail](#) page displays.



Child Detail - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Child Detail
Child Name: sami, child - 100010080
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Notes

Child Detail Enrollment Family Members Health Plans Social History EI Status

Child ID: 100010080
Previous ID:
Last Name: * sami MI
AKA Name:
Date of Birth: * Chronological Age Adjusted Age
Child Status: Active
MD State ID:
First Name: * child
Gender: *
Parental Consent Obtained for Eval/Assessment: Date:
Race: * Language:
Ethnicity: Interpreter Needed?

Early Intervention Status

Referral Date	05/19/2005	Eligibility Determination Date	45-Day Timer	2 Day(s)
IFSP Date		Annual Review Due	6 Month Review Due	

Service Coordinator: Special Instruction, Provider
Intake Coordinator: Intake Coordinator1, Spoe 1000
Phone: 999-999-8888
Phone: 999-999-8888

Primary Contact

Name	goober,	Relationship	Father
Phone	913-555-5555	Email	

Medicaid

Medicaid Eligible	Undetermined	MC+ Eligible	Undetermined
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Service Coordination Transfer History Reset Back Save

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2. Click the **Health** tab. The [Current Health](#) page displays.

HealthSummary - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Current Health
Child Name: sami, child - 100010080
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Notes

Current Health Medication/Equipment/Supply Immunizations Physician Neonatal Diagnosis

Current Health Summary

Concerns/Ilnesses
Hospitalization/Surgeries low birthweight
Physician Name Dr Phil Last Visit Date

Health History Update Health Summary Back

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3. Click the **Diagnosis** tab. The [Diagnosis List](#) page displays.

Diagnosis List - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Diagnosis List
Child Name: sami, child - 100010080
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Notes

Current Health Medication/Equipment/Supply Immunizations Physician Neonatal **Diagnosis**

Diagnosis List

Detail	ICD9 Code	Description	Start Date	End Date	Primary
	001	CHOLERA	05/20/2005		No

1 records

Add Diagnosis

Back

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4. View the information displayed in the **Diagnosis List** table.

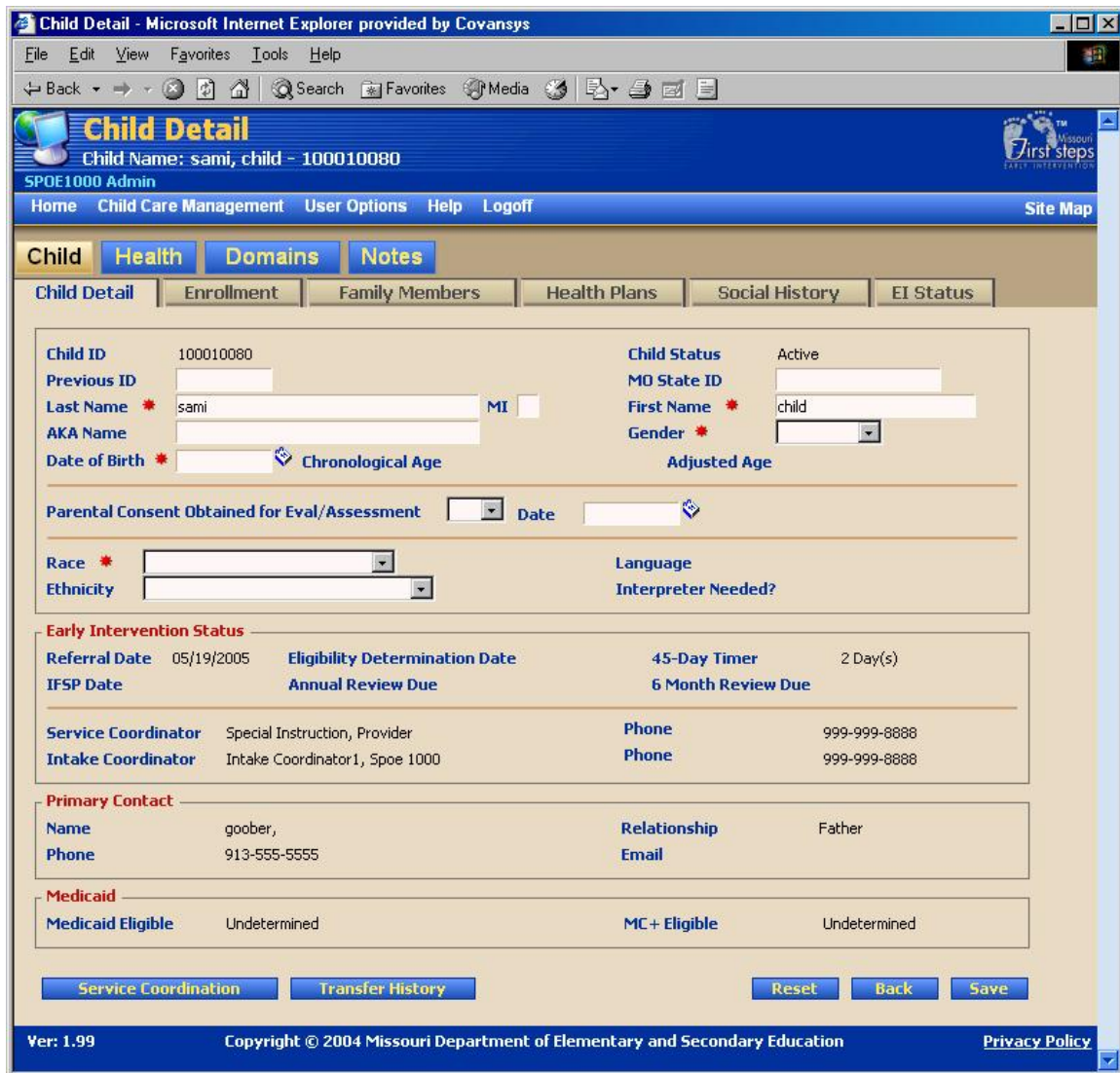
Tip: You can click the icon in the **Detail** column to view detailed diagnosis information. The [Add/Edit Diagnosis](#) page displays when clicked.

Enter a Diagnosis

Use this exercise to enter information about a diagnosis for a child.

Complete the following steps to finish this exercise:

1. On the [Child List](#) page, click the  icon in the **Detail** column for a specific child record. The [Child Detail](#) page displays.



Child Detail
Child Name: sami, child - 100010080
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child **Health** **Domains** **Notes**

Child Detail Enrollment Family Members Health Plans Social History EI Status

Child ID: 100010080
Previous ID:
Last Name: * sami MI
AKA Name:
Date of Birth: * Chronological Age Adjusted Age
Child Status: Active
MD State ID:
First Name: * child
Gender: *
Parental Consent Obtained for Eval/Assessment: Date:
Race: * Language:
Ethnicity: Interpreter Needed?

Early Intervention Status

Referral Date	05/19/2005	Eligibility Determination Date	45-Day Timer	2 Day(s)
IFSP Date		Annual Review Due	6 Month Review Due	

Service Coordinator: Special Instruction, Provider
Intake Coordinator: Intake Coordinator1, Spoe 1000
Phone: 999-999-8888
Phone: 999-999-8888

Primary Contact

Name	goober,	Relationship	Father
Phone	913-555-5555	Email	

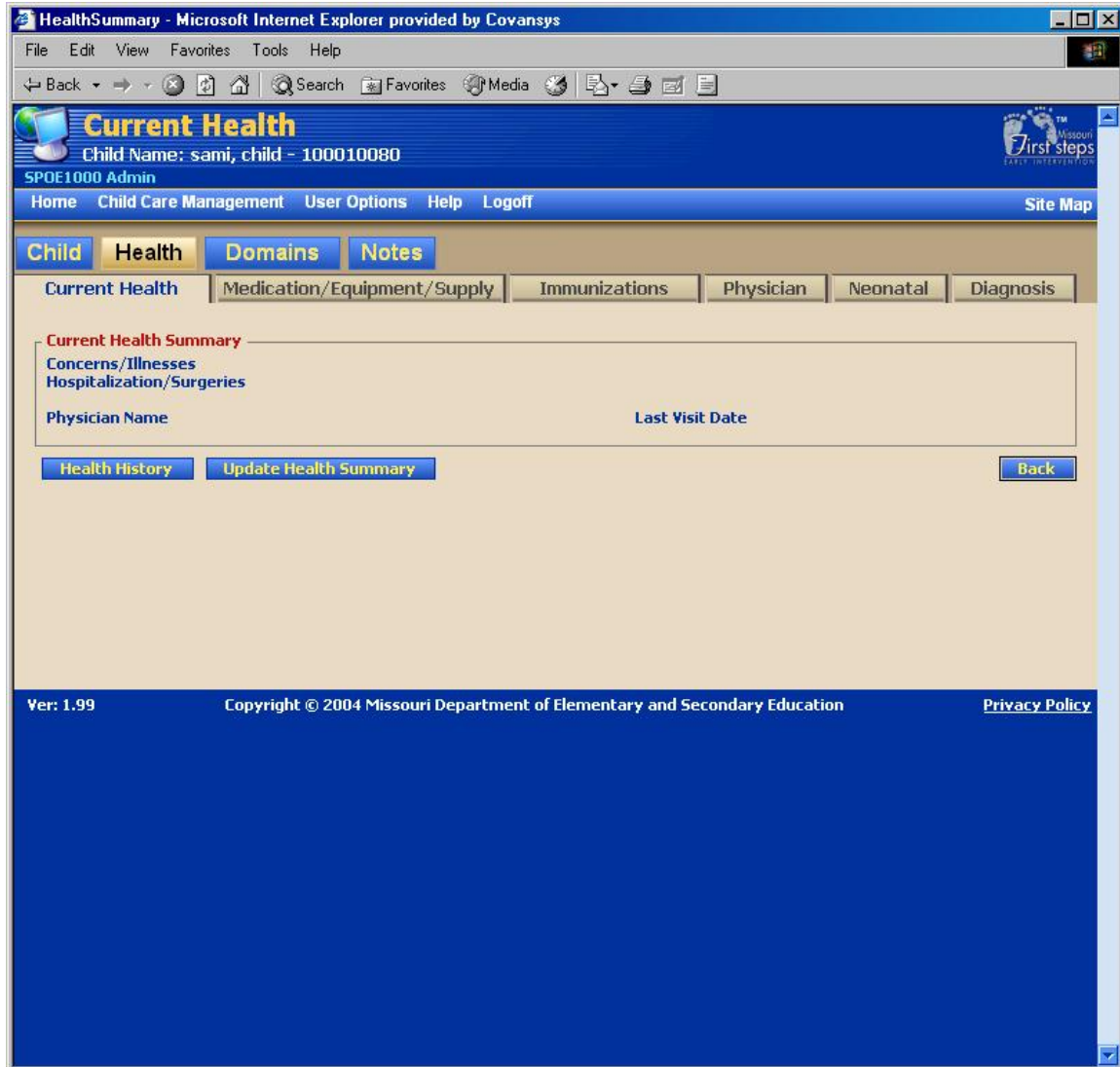
Medicaid

Medicaid Eligible	Undetermined	MC+ Eligible	Undetermined
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Service Coordination Transfer History Reset Back Save

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2. Click the **Health** tab. The [Current Health](#) page displays.



3. Click the **Diagnosis** tab. The [Diagnosis List](#) page displays.

Diagnosis List - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Search Favorites Media

Diagnosis List
Child Name: sami, child - 100010080
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child **Health** Domains Notes

Current Health Medication/Equipment/Supply Immunizations Physician Neonatal **Diagnosis**

Diagnosis List

Detail	ICD9 Code	Description	Start Date	End Date	Primary
	001	CHOLERA	05/20/2005		No

1 records

[Add Diagnosis](#)

[Back](#)

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4. Click **Add Diagnosis**. The [Add/Edit Diagnosis](#) page displays.

ICD9 Code Search

ICD9 Code Description

ICD9 Code List

Select	ICD Code	Description
<input type="radio"/>	001	CHOLERA
<input type="radio"/>	001.0	CHOLERA DUE TO VIBRIO CHOLERAE
<input type="radio"/>	001.1	CHOLERA DUE TO VIBRIO CHOLERAE EL TOR
<input type="radio"/>	001.9	CHOLERA, UNSPEC
<input type="radio"/>	002	TYPHOID AND PARATYPHOID FEVERS
<input type="radio"/>	002.0	TYPHOID FEVER
<input type="radio"/>	002.1	PARATYPHOID FEVER A
<input type="radio"/>	002.2	PARATYPHOID FEVER B

1 2 3 4 5

15611 records

ICD9 Code *

Start Date *

End Date

☐ Primary

5. Perform an **ICD Code Search** by entering either an **ICD Code** or a **Description** and click **Search**.
6. In the **ICD Code List** table, click the **Select** radio button to indicate the appropriate ICD9 code for the diagnosis.
7. In **Start Date**, enter or select the starting date of the date range for which the diagnosis is effective. You can click the icon to select a date from a calendar.

Note: Entering or selecting an **End Date** and clicking **Save** will inactivate the diagnosis record. Once a diagnosis record has been inactivated, no changes can be made to the diagnosis record, and the diagnosis record cannot be reactivated.

8. Select the **Primary** check box to indicate that the diagnosis is the child's primary diagnosis as necessary.

Note: Only one diagnosis can be designated as the primary diagnosis for a child. The **Primary** check box must be cleared for any diagnosis marked as primary before another diagnosis can be designated as the primary diagnosis.

9. Click **Save**.


Note: Once a new diagnosis is saved, the **ICD9 Code** and diagnosis **Start Date** can no longer be changed. When a diagnosis record is saved after an **End Date** has been specified, the entire record can no longer be changed.

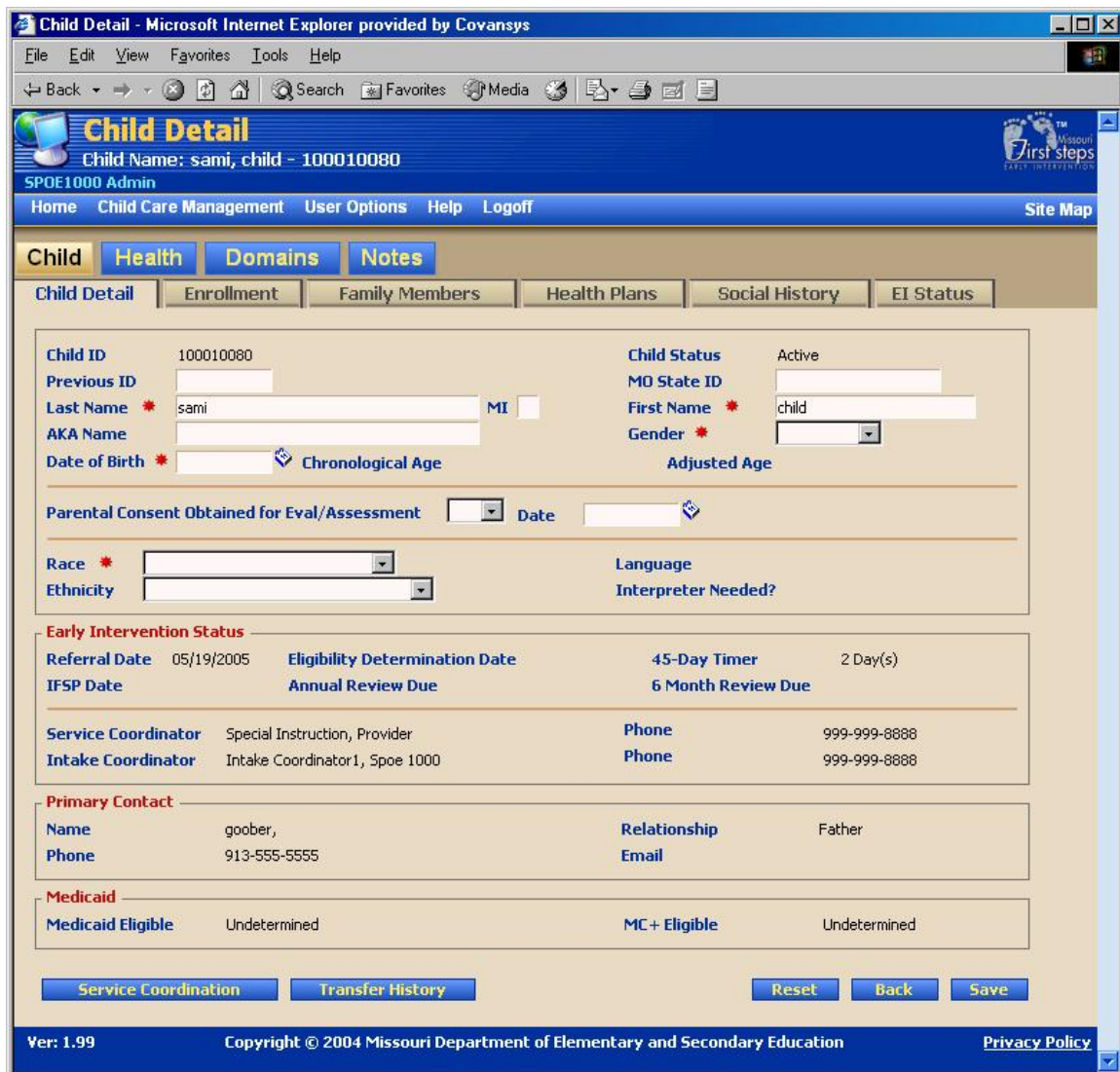
Domains

View a Child's Domain Assessments

Use this exercise to see how to view a child's domain assessments.

Complete the following steps to finish this exercise:

1. On the [Child List](#) page, click the  icon in the **Detail** column for a specific child record. The [Child Detail](#) page displays.



Child Detail - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print

Child Detail
Child Name: sami, child - 100010080
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Notes

Child Detail Enrollment Family Members Health Plans Social History EI Status

Child ID 100010080 Child Status Active
Previous ID MO State ID
Last Name * sami MI First Name * child
AKA Name Gender *
Date of Birth * Chronological Age Adjusted Age

Parental Consent Obtained for Eval/Assessment Date

Race * Language
Ethnicity Interpreter Needed?

Early Intervention Status

Referral Date	05/19/2005	Eligibility Determination Date	45-Day Timer	2 Day(s)
IFSP Date		Annual Review Due	6 Month Review Due	

Service Coordinator Special Instruction, Provider Phone 999-999-8888
Intake Coordinator Intake Coordinator1, Spoe 1000 Phone 999-999-8888

Primary Contact

Name	goober,	Relationship	Father
Phone	913-555-5555	Email	

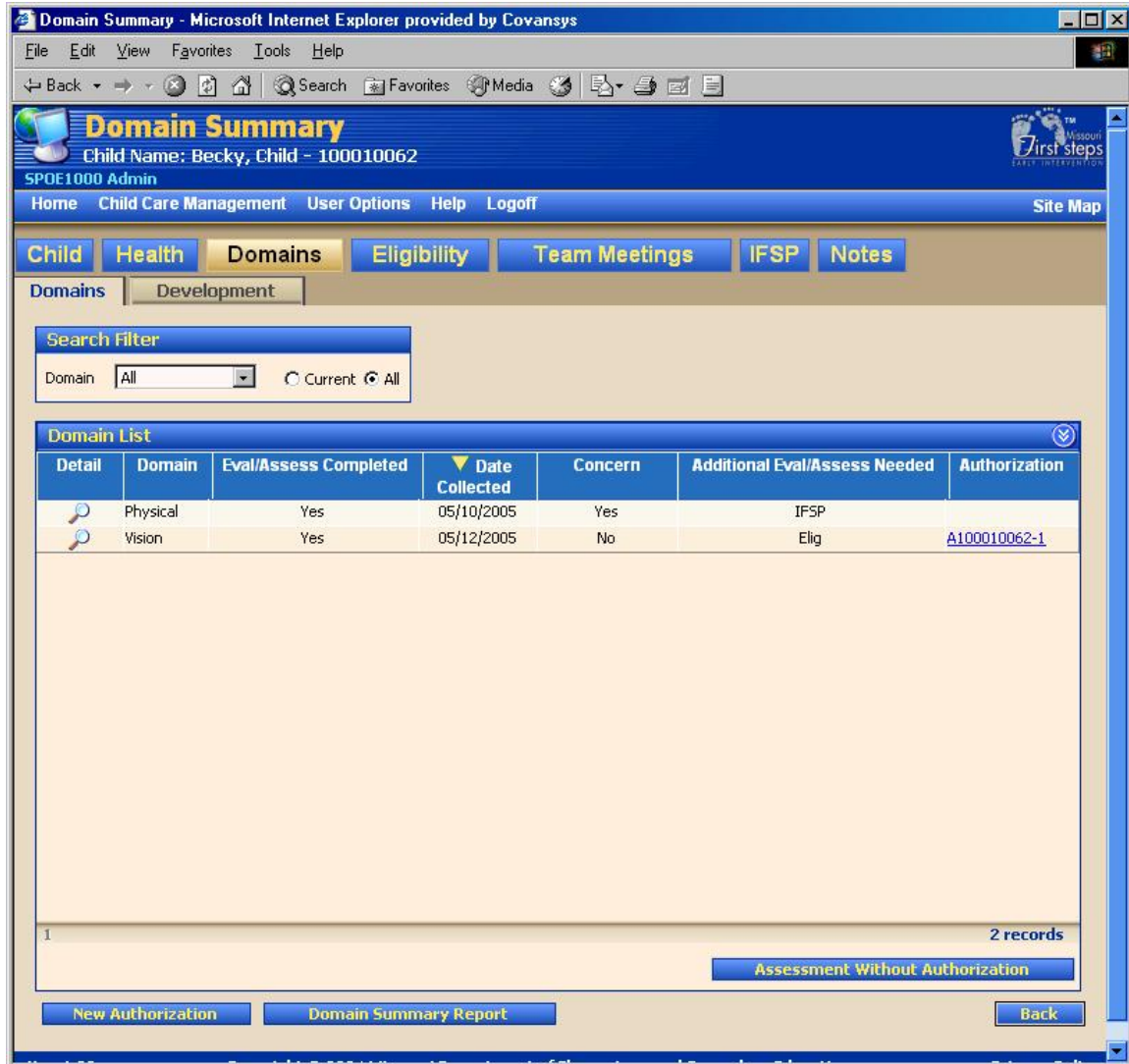
Medicaid

Medicaid Eligible	Undetermined	MC + Eligible	Undetermined
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Service Coordination Transfer History Reset Back Save

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2. Click the **Domains** tab. The [Domain Summary](#) page displays.




3. Under **Search Filter**, select the type of **Domain** to display.
4. Select either the **Current** or **All** radio button to filter the list of results that display.
5. View the list of domain assessments that display in the **Domain** table.

Tip: You can click the icon in the **Detail** column to view detailed domain assessment information. The [Domain Assessment Detail](#) page displays when clicked. You can also click a link in the **Authorization** column to view detailed authorization information. The [View Authorization Detail](#) page displays when clicked.

Add a Domain Assessment

Use this exercise to add a new domain assessment.

Complete the following steps to finish this exercise:

1. On the [Child List](#) page, click the  icon in the **Detail** column for a specific child record. The [Child Detail](#) page displays.

Child Detail - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Child Detail
Child Name: sami, child - 100010080
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Notes

Child Detail Enrollment Family Members Health Plans Social History EI Status

Child ID 100010080 Child Status Active
Previous ID MD State ID
Last Name * sami MI First Name * child
AKA Name Gender *
Date of Birth * Chronological Age Adjusted Age

Parental Consent Obtained for Eval/Assessment Date

Race * Language
Ethnicity Interpreter Needed?

Early Intervention Status

Referral Date	05/19/2005	Eligibility Determination Date	45-Day Timer	2 Day(s)
IFSP Date		Annual Review Due	6 Month Review Due	

Service Coordinator Special Instruction, Provider Phone 999-999-8888
Intake Coordinator Intake Coordinator1, Spoe 1000 Phone 999-999-8888

Primary Contact

Name	goober,	Relationship	Father
Phone	913-555-5555	Email	

Medicaid

Medicaid Eligible	Undetermined	MC+ Eligible	Undetermined
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Service Coordination Transfer History Reset Back Save

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2. Click the **Domains** tab. The [Domain Summary](#) page displays.

Domain Summary
Child Name: Becky, Child - 100010062
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health **Domains** Eligibility Team Meetings IFSP Notes

Domains Development

Search Filter
Domain: All ☐ Current ☒ All

Domain List

Detail	Domain	Eval/Assess Completed	Date Collected	Concern	Additional Eval/Assess Needed	Authorization
	Physical	Yes	05/10/2005	Yes	IFSP	
	Vision	Yes	05/12/2005	No	Elig	A100010062-1

1 2 records

Assessment Without Authorization

New Authorization Domain Summary Report Back

- Click either the **Assessment with Authorization**, or the **Assessment without Authorization** button. The [Domain Assessment Detail](#) page displays.

Domain Assessment Detail - Microsoft Internet Explorer provided by Covansys

Domain Name * Date Collected *

Clinician Name Method *

Child's Age at Assessment

Data Available? * ☐ Yes ☐ No Additional Information Is Needed? * ☐ For Eligibility ☐ For IFSP ☐ No

Reviewed ? * ☐ Yes ☐ No


Results *

Concerns * ☐ Yes ☐ No Reason for Concern

Eval/Assess Authorization #


☐ Assessment Completed

4. In **Domain Name**, enter the name of the domain.
5. In **Date Collected**, enter or select the date on which the domain information was collected, or enter the evaluation/assessment date.
6. In **Clinician Name**, enter the name of the clinician who performed the evaluation in 65 characters or less.
7. In **Method**, select the method by which evaluation was performed.

 **Note:** **Child's Age at Assessment** displays the child's age in months at the time of the evaluation based on the child's date of birth and the date on which the assessment was given. This information is read-only and cannot be changed.

8. In **Data Available?**, select the **Yes** or **No** radio button to indicate whether data was available at the time of the evaluation.
9. In **Additional Information is Needed?**, select one of the following radio buttons to indicate whether additional information was necessary at the time of the evaluation:
 - Select the **For Eligibility** radio button to indicate that additional information is needed for eligibility.
 - Select the **For IFSP** radio button to indicate that additional information is needed for the IFSP.
 - Select the **No** radio button to indicate that additional information was not necessary.
10. In **Reviewed?**, select the **Yes** or **No** radio button to indicate whether assessment data was reviewed at the time of the evaluation.
11. In **Results**, enter any specific results regarding the child's level of performance in 250 characters or less.

12. In **Concerns**, select the **Yes** or **No** radio button to indicate whether concerns exist at the time of the evaluation.
13. In **Reason for Concern**, enter an explanation of the concerns that exist in 250 characters or less. This is required information whenever the **Yes** radio button is selected in **Concerns**.


 **Note:** **Eval/Assess Authorization #** displays the current authorization number if the **Assessment with Authorization** button was selected in step 3 of this exercise. If the **Assessment without Assessment** button was selected in step 3, the **Eval/Assess Authorization #** is blank. This information is read-only and cannot be changed.

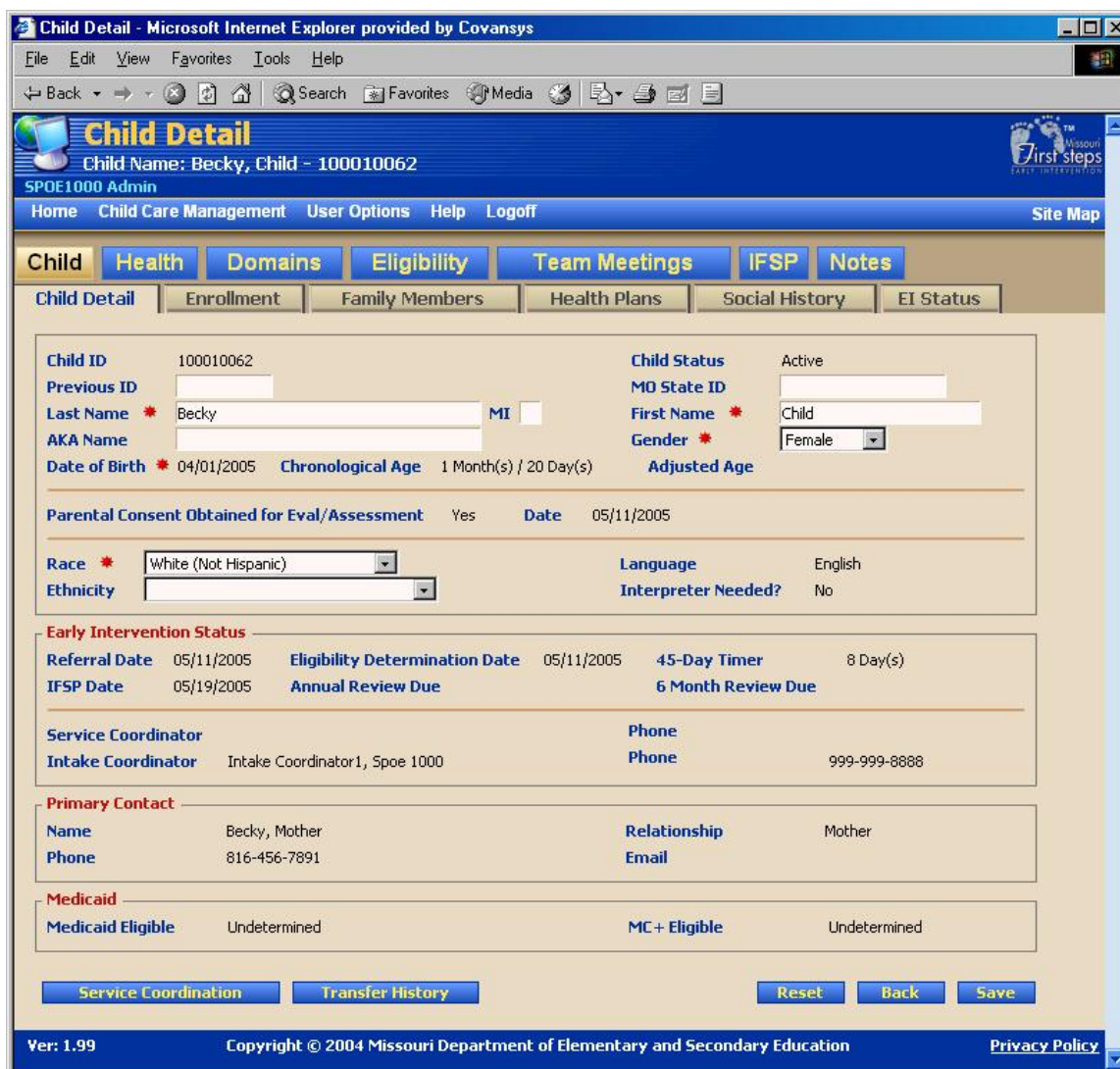
14. Select the **Assessment Completed** check box to indicate that the assessment was completed at the time of the evaluation.
15. Click **Save**.

View a Domain Summary Report

Use this exercise to see how to view a domain summary report.

Complete the following steps to finish this exercise:

1. On the [Child List](#) page, click the  icon in the **Detail** column for a specific child record. The [Child Detail](#) page displays.



Child Detail - Microsoft Internet Explorer provided by Covansys

Child Name: Becky, Child - 100010062

SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Eligibility Team Meetings IFSP Notes

Child Detail Enrollment Family Members Health Plans Social History EI Status

Child ID: 100010062 Child Status: Active

Previous ID: MO State ID:

Last Name: * Becky MI: First Name: * Child

AKA Name: Gender: * Female

Date of Birth: * 04/01/2005 Chronological Age: 1 Month(s) / 20 Day(s) Adjusted Age:

Parental Consent Obtained for Eval/Assessment: Yes Date: 05/11/2005

Race: * White (Not Hispanic) Language: English

Ethnicity: Interpreter Needed?: No

Early Intervention Status

Referral Date: 05/11/2005 Eligibility Determination Date: 05/11/2005 45-Day Timer: 8 Day(s)

IFSP Date: 05/19/2005 Annual Review Due: 6 Month Review Due

Service Coordinator: Phone:

Intake Coordinator: Intake Coordinator1, Spoe 1000 Phone: 999-999-8888

Primary Contact

Name: Becky, Mother Relationship: Mother

Phone: 816-456-7891 Email:

Medicaid

Medicaid Eligible: Undetermined MC+ Eligible: Undetermined

Service Coordination Transfer History Reset Back Save

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2. Click the **Domains** tab. The [Domain Summary](#) page displays.

Domain Summary - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media

Domain Summary
Child Name: Becky, Child - 100010062
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health **Domains** Eligibility Team Meetings IFSP Notes

Domains Development

Search Filter
Domain All ☐ Current ☒ All

Domain List

Detail	Domain	Eval/Assess Completed	▼ Date Collected	Concern	Additional Eval/Assess Needed	Authorization
	Physical	Yes	05/10/2005	Yes	IFSP	
	Vision	Yes	05/12/2005	No	Elig	A100010062-1

1 2 records

Assessment Without Authorization

New Authorization Domain Summary Report Back

3. Click **Domain Summary Report** to view the domain summary report in a printer-friendly format.

IFSPDomainSummary - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print


Child Name	Becky, Child	Child ID	100010062
Domain Summary Report			
Domain Name	Physical		
Domain Summary			
Clinician Name		Date Collected	05/10/2005
Method	Eval/Assessment	Child's Age at Assessment	1 Month(s)
Additional Information is needed?	For IFSP		
Results	Idjflskdjf		
Concerns	Yes	Eval/Assess Authorization #	
Reason for Concern	lkjdtlskdf		
Skill Type	Feeding Skills		
Select	Acquired Skills		
Yes	Formula/Breast fed only		
Is this an area of concern?	Yes		
Comments	Idjflskdjf		

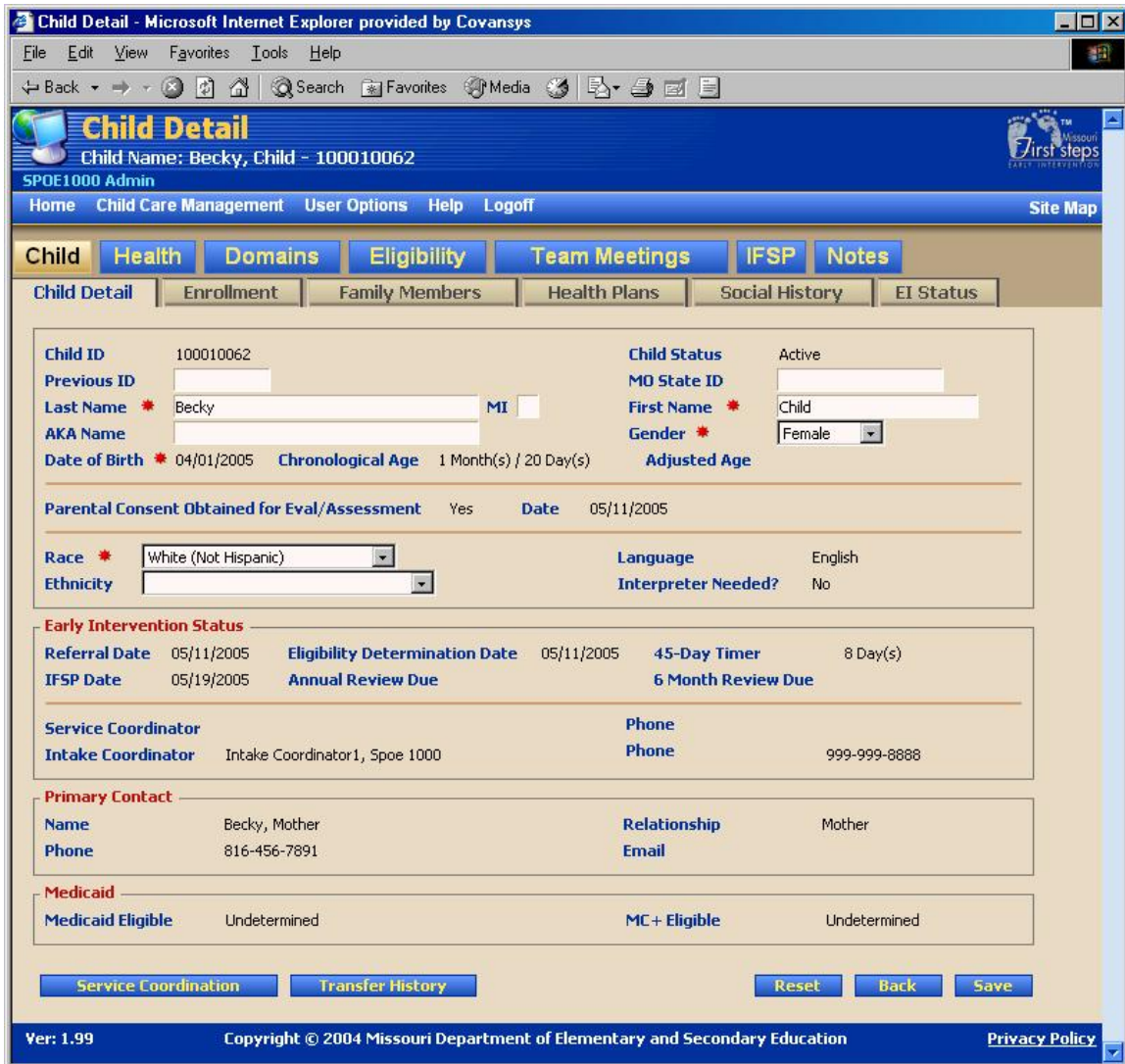
Child Name	Becky, Child	Child ID	100010062
Domain Summary Report			
Domain Name	Vision		
Domain Summary			
Clinician Name	Optometrist, Provider	Date Collected	05/12/2005
Method	Eval/Assessment	Child's Age at Assessment	1 Month(s)
Additional Information is needed?	For Eligibility		
Results	Idk;lsdtk;disf		
Concerns	No	Eval/Assess Authorization # A100010062-1	
Reason for Concern			

View a Child's Developmental History

Use this exercise to see how to view a list of a child's developmental milestones.

Complete the following steps to finish this exercise:

1. On the [Child List](#) page, click the  icon in the **Detail** column for a specific child record. The [Child Detail](#) page displays.



Child Detail - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Child Detail
Child Name: Becky, Child - 100010062
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Eligibility Team Meetings IFSP Notes

Child Detail Enrollment Family Members Health Plans Social History EI Status

Child ID: 100010062
Previous ID:
Last Name: * Becky MI
AKA Name:
Date of Birth: * 04/01/2005 Chronological Age: 1 Month(s) / 20 Day(s) Adjusted Age:
Child Status: Active
MO State ID:
First Name: * Child
Gender: * Female

Parental Consent Obtained for Eval/Assessment: Yes Date: 05/11/2005

Race: * White (Not Hispanic) Language: English
Ethnicity: Interpreter Needed?: No

Early Intervention Status

Referral Date: 05/11/2005 Eligibility Determination Date: 05/11/2005 45-Day Timer: 8 Day(s)
IFSP Date: 05/19/2005 Annual Review Due: 6 Month Review Due

Service Coordinator: Phone:
Intake Coordinator: Intake Coordinator1, Spoe 1000 Phone: 999-999-8888

Primary Contact

Name: Becky, Mother Relationship: Mother
Phone: 816-456-7891 Email:

Medicaid

Medicaid Eligible: Undetermined MC+ Eligible: Undetermined

Service Coordination Transfer History Reset Back Save

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2. Click the **Domains** tab. The [Domain Summary](#) page displays.

Domain Summary - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media

Domain Summary
Child Name: Becky, Child - 100010062
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health **Domains** Eligibility Team Meetings IFSP Notes

Domains Development

Search Filter
Domain All ☐ Current ☒ All

Domain List

Detail	Domain	Eval/Assess Completed	Date Collected	Concern	Additional Eval/Assess Needed	Authorization
	Physical	Yes	05/10/2005	Yes	IFSP	
	Vision	Yes	05/12/2005	No	Elig	A100010062-1

1 2 records

Assessment Without Authorization

New Authorization Domain Summary Report Back

- Click the **Development** tab. The [Developmental History](#) page displays.

Medical-Developmental History List - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print

Developmental History
Child Name: Becky, Child - 100010062
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Eligibility Team Meetings IFSP Notes

Domains Development

Developmental Milestone

Detail	Skill Type	Concern	Comment	Domain
Feeding Skills		Yes	ldfjlskdjs	Physical

1 records

Add Developmental Milestone

Back

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4. View the list of developmental milestones in the **Developmental Milestones** table.

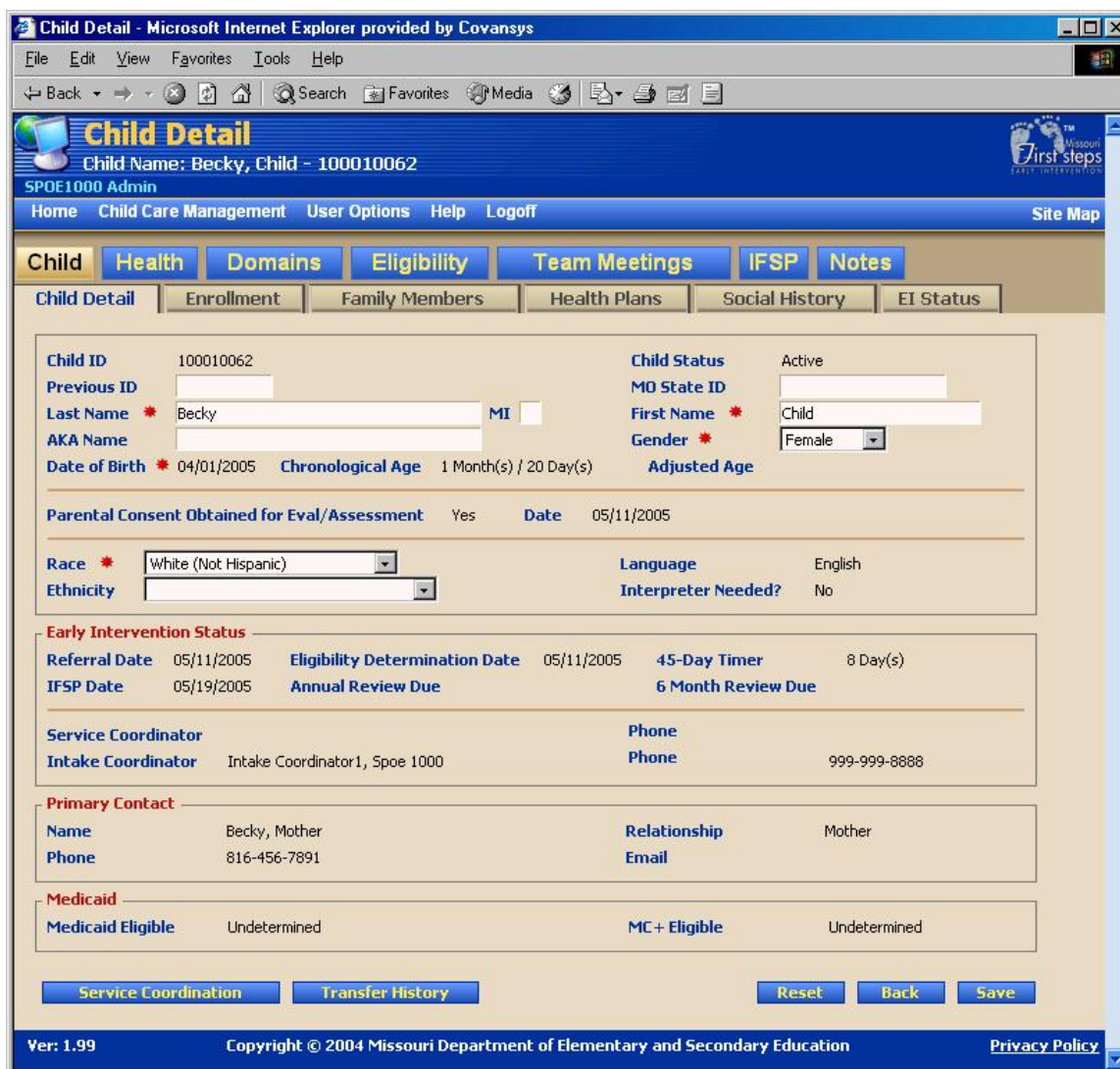
Tip: You can click the icon in the **Detail** column to view detailed developmental milestone information. The [Developmental Milestones](#) page displays when clicked.

Enter a Developmental Milestone

Use this exercise to see how to enter developmental milestones for a child.

Complete the following steps to finish this exercise:

1. On the [Child List](#) page, click the  icon in the **Detail** column for a specific child record. The [Child Detail](#) page displays.



Child Detail - Microsoft Internet Explorer provided by Covansys

Child Name: Becky, Child - 100010062

SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Eligibility Team Meetings IFSP Notes

Child Detail Enrollment Family Members Health Plans Social History EI Status

Child ID 100010062 Child Status Active

Previous ID MO State ID

Last Name * Becky MI First Name * Child

AKA Name Gender * Female

Date of Birth * 04/01/2005 Chronological Age 1 Month(s) / 20 Day(s) Adjusted Age

Parental Consent Obtained for Eval/Assessment Yes Date 05/11/2005

Race * White (Not Hispanic) Language English

Ethnicity Interpreter Needed? No

Early Intervention Status

Referral Date 05/11/2005 Eligibility Determination Date 05/11/2005 45-Day Timer 8 Day(s)

IFSP Date 05/19/2005 Annual Review Due 6 Month Review Due

Service Coordinator Phone

Intake Coordinator Intake Coordinator1, Spoe 1000 Phone 999-999-8888

Primary Contact

Name Becky, Mother Relationship Mother

Phone 816-456-7891 Email

Medicaid

Medicaid Eligible Undetermined MC+ Eligible Undetermined

Service Coordination Transfer History Reset Back Save

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2. Click the **Domains** tab. The [Domain Summary](#) page displays.

Domain Summary
Child Name: Becky, Child - 100010062
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health **Domains** Eligibility Team Meetings IFSP Notes

Domains Development

Search Filter
Domain: All ☐ Current ☒ All

Domain List

Detail	Domain	Eval/Assess Completed	Date Collected	Concern	Additional Eval/Assess Needed	Authorization
	Physical	Yes	05/10/2005	Yes	IFSP	
	Vision	Yes	05/12/2005	No	Elig	A100010062-1

1 2 records

[Assessment Without Authorization](#)

[New Authorization](#) [Domain Summary Report](#) [Back](#)

3. Click the **Development** tab. The [Developmental History](#) page displays.

Medical-Developmental History List - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

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Developmental History

Child Name: Becky, Child - 100010062


SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health **Domains** Eligibility Team Meetings IFSP Notes

Domains Development

Developmental Milestone

Detail	Skill Type	Concern	Comment	Domain
 Feeding Skills		Yes	ldfjlskdjs	Physical

1 records

[Add Developmental Milestone](#)

[Back](#)

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- Click **Add Developmental Milestone**. The [Developmental Milestones](#) page displays.

Developmental Milestones - Microsoft Internet Explorer provided by Covansys

Skill Type * Feeding Skills

Select	Acquired Skill
<input type="checkbox"/>	Eats soft foods only
<input type="checkbox"/>	Eats solid foods
<input type="checkbox"/>	Feeds self w/fork

1 12 records

Is this an area of concern? * ☐ Yes ☐ No

Comment

Reset Close Save


5. Select a **Skill Type**. The **Skills List** table will refresh to display skills of the selected type.
6. Select a check box in the **Select** column of the **Skills List** table to indicate that a specific skill has been acquired by the child. More than one skill can be selected. If the child has acquired none of the skills listed, you can skip this step.
7. Select the **Yes** or **No** radio button in **Is this an Area of Concern?** to indicate that certain concerns surround the selected skill(s).
8. In **Comment**, enter any comments about the selected skill(s) in 250 characters or less.
9. Click **Save**.

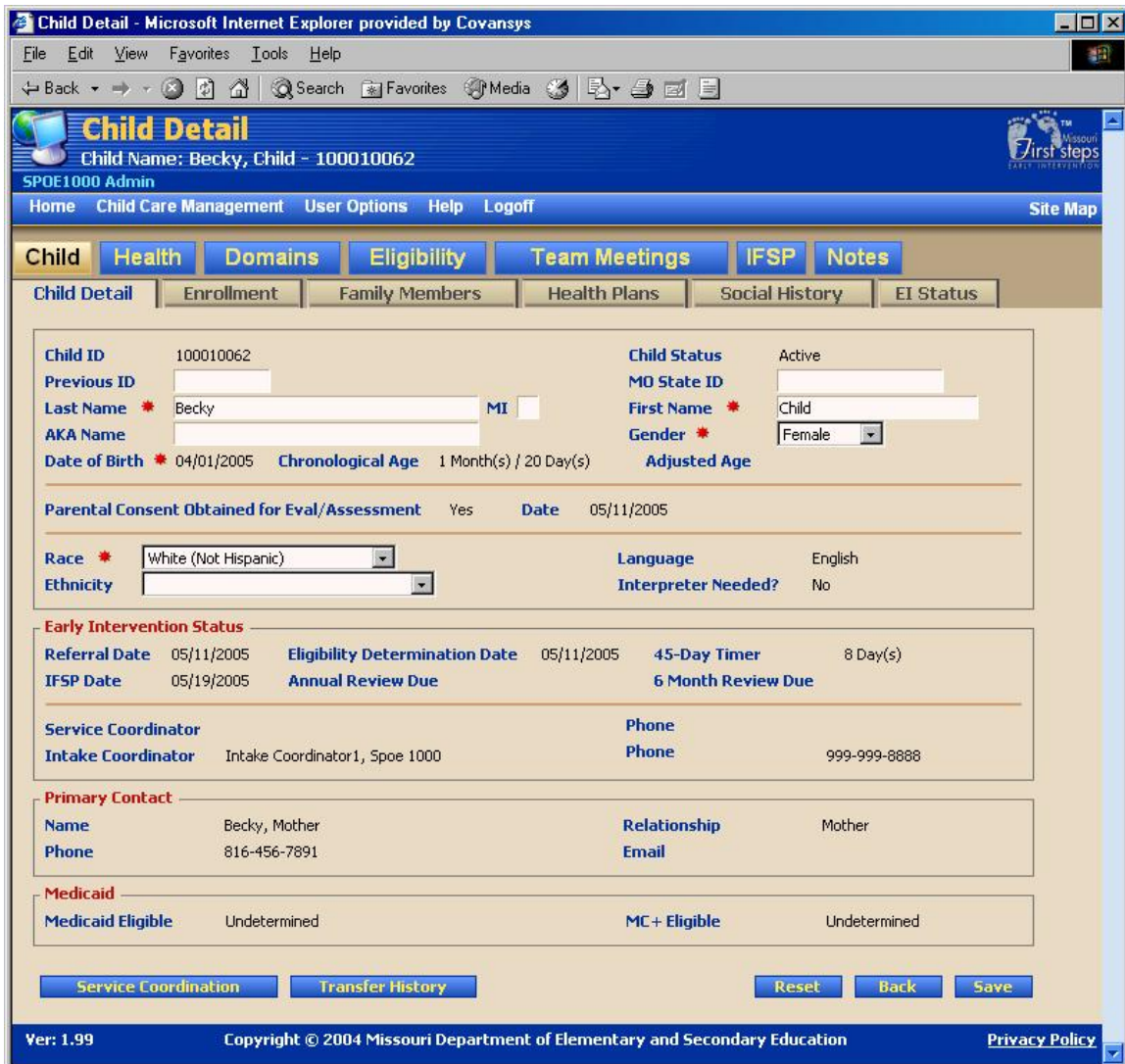
Eligibility Information

Enter Eligibility Determination for an Eligible Child

Use this exercise to enter eligibility determination information for an eligible child.

Complete the following steps to finish this exercise:

1. On the [Child List](#) page, click the  icon in the **Detail** column for a specific child record. The [Child Detail](#) page displays.



Child Detail - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print

Child Detail
Child Name: Becky, Child - 100010062
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Eligibility Team Meetings IFSP Notes

Child Detail Enrollment Family Members Health Plans Social History EI Status

Child ID 100010062 Child Status Active
Previous ID MO State ID
Last Name * Becky MI First Name * Child
AKA Name Gender * Female
Date of Birth * 04/01/2005 Chronological Age 1 Month(s) / 20 Day(s) Adjusted Age

Parental Consent Obtained for Eval/Assessment Yes Date 05/11/2005

Race * White (Not Hispanic) Language English
Ethnicity Interpreter Needed? No

Early Intervention Status
Referral Date 05/11/2005 Eligibility Determination Date 05/11/2005 45-Day Timer 8 Day(s)
IFSP Date 05/19/2005 Annual Review Due 6 Month Review Due

Service Coordinator Phone
Intake Coordinator Intake Coordinator1, Spoe 1000 Phone 999-999-8888


Primary Contact
Name Becky, Mother Relationship Mother
Phone 816-456-7891 Email


Medicaid
Medicaid Eligible Undetermined MC+ Eligible Undetermined

Service Coordination Transfer History Reset Back Save

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2. Click the **Eligibility** tab. The [Eligibility Determination](#) page displays.

3. Enter or select the **Eligibility Determination Date**. You can click the  icon to select a date from a calendar. The date specified must be in MM/DD/CCYY format. The date specified must be greater than the referral date for the enrollment period. The date specified cannot be greater than the initial/Interim IFSP Team Meeting date. If this field is left blank when the eligibility edits run and if the eligibility passes successfully, today's date is automatically entered and saved. Once the eligibility edits run, the **Eligibility Determination Date** cannot be changed.


 **Tip:** **Enrollment Period** displays the dates for the enrollment period currently being viewed. The enrollment period starts from the referral date to the date the child's enrollment record is ended. If you are viewing the current enrollment period, the **To** date is blank. This information is read-only and cannot be changed.

4. Select the **Child Is Eligible** radio button to indicate that the child is eligible to participate in the program. If selected, an ICD9 Code is required before the eligibility can be processed and saved. If selected, at least one of the four eligibility reasons must exist with active dates. If the reason selected has additional check boxes below it, a minimum of one for each must be selected. Once a child is determined eligible, the child cannot be changed back to ineligible after the edits program runs.
5. Add eligibility reasons as necessary until all relevant eligibility reasons have been added. For more information on the process of adding eligibility reasons, see [Add an Eligibility Reason](#).

 **Note:** If necessary, click an icon displayed in the **Detail** column of the **Eligibility Reason(s)** table to view or update a specific eligibility reason.

 **Note:** If necessary, click a link in the **Delete** column of the **Eligibility Reason(s)** table to delete a specific eligibility reason.


6. Select a radio button in the **Primary** column of the **Eligibility Reason(s)** table to specify a specific reason as the primary reason for eligibility. Only one reason may be marked as the primary eligibility reason. One primary eligibility reason is required to successfully pass the eligibility edits. If a primary eligibility reason is ended, a new primary eligibility reason must be identified to successfully pass the eligibility edits (only the Case Administrator may make these changes).
7. Select a **Primary Program Eligibility Diagnosis** from the **Diagnosis List** using the link. This is required in order to pass eligibility edits. The diagnosis must exist on the child's diagnosis page to be selected as the Primary Program Eligibility. Once selected, the ICD9 code and description are displayed as read-only information.
8. Once all of the eligibility determination information is correct, click **Save..** When **Save** is clicked, a message asking you to confirm that you want to run the eligibility edits. Click **Yes** or **No** to continue. If **Yes** is clicked, eligibility edits are processed. If errors are found during this process, the **Data Edit Errors** page displays. If no errors are found during this process, a message displays indicating that the eligibility edits were successful. After edits have been run for eligibility, the save button is unavailable for the remainder of the enrollment period. If **No** is selected, the information entered is saved, but no eligibility edits are processed.

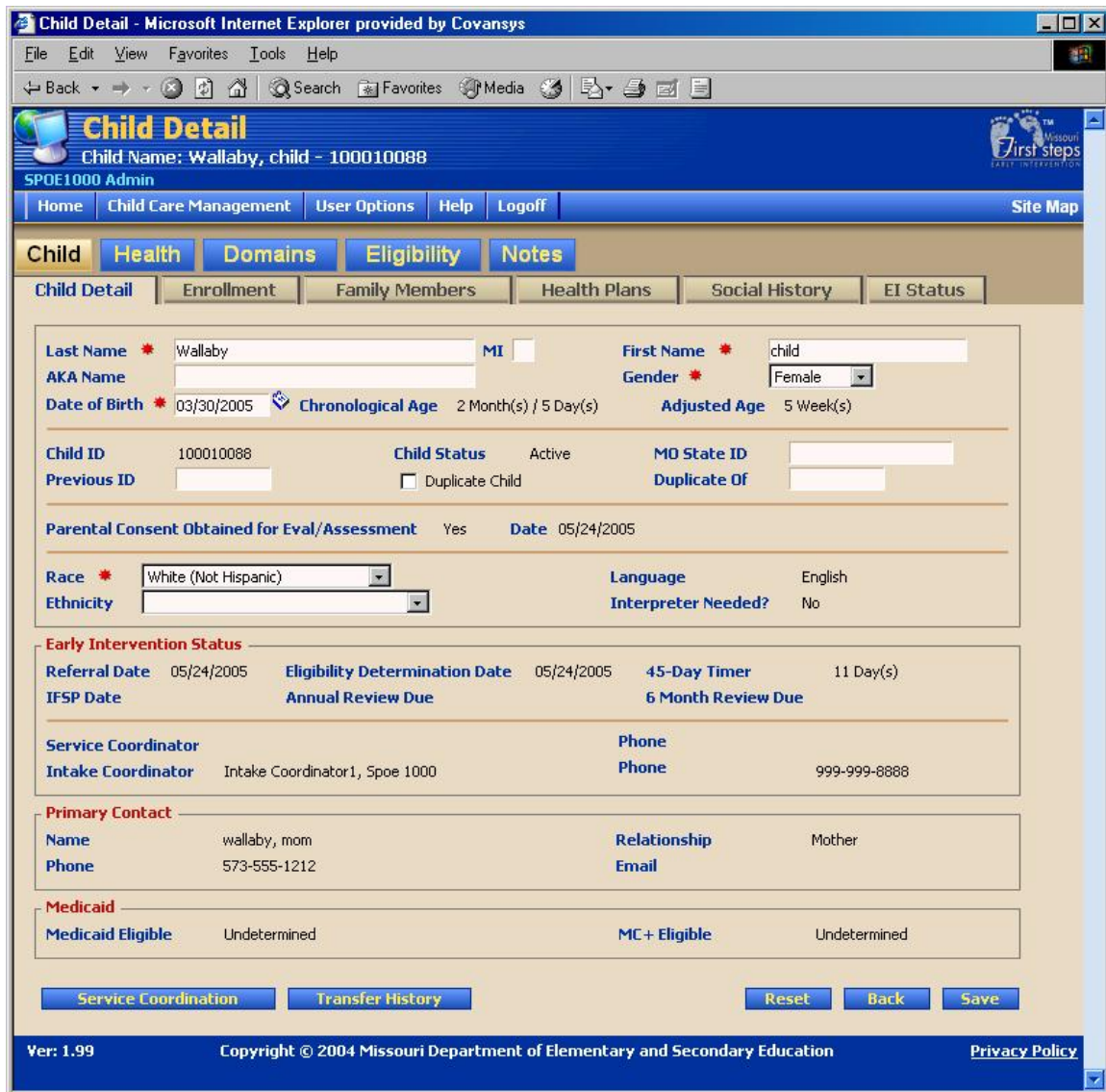
 **Note:** After the eligibility determination information has been saved, it can only be updated by a Case Administrator and only if the child's enrollment is current and active.

Enter Eligibility Determination for an Ineligible Child

Use this exercise to enter eligibility determination information for an ineligible child.

Complete the following steps to finish this exercise:

1. On the [Child List](#) page, click the  icon in the **Detail** column for a specific child record. The [Child Detail](#) page displays.



Child Detail - Microsoft Internet Explorer provided by Covansys

Child Name: Wallaby, child - 100010088
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains **Eligibility** Notes

Child Detail Enrollment Family Members Health Plans Social History EI Status

Last Name * Wallaby MI First Name * child
AKA Name Gender * Female
Date of Birth * 03/30/2005 Chronological Age 2 Month(s) / 5 Day(s) Adjusted Age 5 Week(s)
Child ID 100010088 Child Status Active MO State ID
Previous ID Duplicate Child Duplicate Of
Parental Consent Obtained for Eval/Assessment Yes Date 05/24/2005
Race * White (Not Hispanic) Language English
Ethnicity Interpreter Needed? No

Early Intervention Status
Referral Date 05/24/2005 Eligibility Determination Date 05/24/2005 45-Day Timer 11 Day(s)
IFSP Date Annual Review Due 6 Month Review Due
Service Coordinator Phone
Intake Coordinator Intake Coordinator1, Spoe 1000 Phone 999-999-8888

Primary Contact
Name wallaby, mom Relationship Mother
Phone 573-555-1212 Email

Medicaid
Medicaid Eligible Undetermined MC+ Eligible Undetermined

Service Coordination Transfer History Reset Back Save


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2. Click the **Eligibility** tab. The [Eligibility Determination](#) page displays.


3. Enter or select the **Eligibility Determination Date**. The date specified must be in MM/DD/CCYY format. You can click the icon to select a date from a calendar. The date specified must be greater than the referral date for the enrollment period. The date specified cannot be greater than the initial/Interim IFSP Team Meeting date. If this field is left blank when the eligibility edits run and if the eligibility passes successfully, today's date is automatically entered and saved. Once the eligibility edits run, the **Eligibility Determination Date** cannot be changed.

Tip: **Enrollment Period** displays the dates for the enrollment period currently being viewed. The enrollment period starts from the referral date to the date the child's enrollment record is ended. If you are viewing the current enrollment period, the **To** date is blank. This information is read-only and cannot be changed.

4. Select the **Child Is Not Eligible** radio button to indicate that the child is ineligible to participate in the program.
5. Under **Child Is Not Eligible**, enter the **Reason** that the child is not eligible to participate in the program.


 **Tip:** When a child is not eligible, the **End Enrollment** checkmark displays and indicates that you are ending the enrollment period for the child. **End Enrollment Reason** displays the default reason that the child is ineligible. This information is read-only and cannot be changed.

6. Once all of the eligibility determination information is correct, click **Save**. When **Save** is clicked, a message asking you to confirm that you want to run the eligibility edits. Click **Yes** or **No** to continue. If **Yes** is clicked, eligibility edits are processed. If errors are found during this process, the **Data Edit Errors** page displays. If no errors are found during this process, a message displays indicating that the eligibility edits were successful. After edits have been run for eligibility, the save button is unavailable for the remainder of the enrollment period. If **No** is selected, the information entered is saved, but no eligibility edits are processed.

 **Note:** After the eligibility determination information has been saved, the child's current enrollment is ended and the child's information can no longer be changed.

Add an Eligibility Reason

Use this exercise to add an eligibility reason.

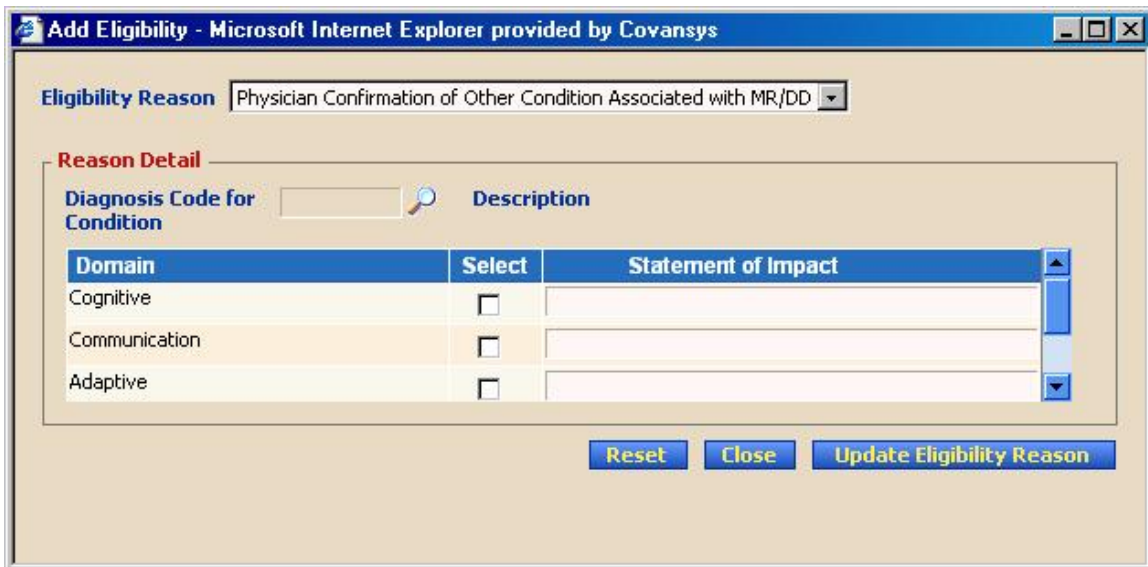
 **Note:** This function is only available for current, active enrollment and only if the eligibility determination information has not been saved. Once the eligibility determination information for the current, active enrollment is saved, it can only be changed by a Case Administrator.

This function is a part of the processes of entering and updating eligibility determination information and therefore begins on the [Eligibility Determination](#) page. For more information about the processes on which this function depends, and the steps necessary to display the [Eligibility Determination](#) page for a child, see the following exercises:

- [Enter Eligibility Determination for an Eligible Child](#)
- [Update Eligibility Determination Information](#)


Complete the following steps to finish this exercise:

1. On the [Eligibility Determination](#) page, click **Add Eligibility Reason**. The [Add Eligibility Reason](#) page displays.



Eligibility Reason Physician Confirmation of Other Condition Associated with MR/DD


Reason Detail

Diagnosis Code for Condition  Description

Domain	Select	Statement of Impact
Cognitive	<input type="checkbox"/>	
Communication	<input type="checkbox"/>	
Adaptive	<input type="checkbox"/>	


Reset Close Update Eligibility Reason

2. Select a primary **Eligibility Reason** from the drop-down list. Fields specific to the eligibility reason selected display under **Reason Detail**.

 **Note:** A reason may be added one at a time to the **Eligibility Reason(s)** table on the [Eligibility Determination](#) page. After an item is added to the table on the [Eligibility Determination](#) page, that item is no longer available as an option in the **Eligibility Reason** drop down list on this page.

3. Under **Reason Detail**, complete the information required for the eligibility reason selected. A different detail for each eligibility reason is required to save the eligibility reason to the child's record.

4. Once all of the information is correct, click **Update Eligibility Reason**.

 **Note:** Clicking **Update Eligibility Reason** adds the eligibility reason to the **Eligibility Reason(s)** table on the [Eligibility Determination](#) page, but the eligibility reason is not actually saved to the list until the eligibility reason validation edits are passed.


Update an Eligibility Reason

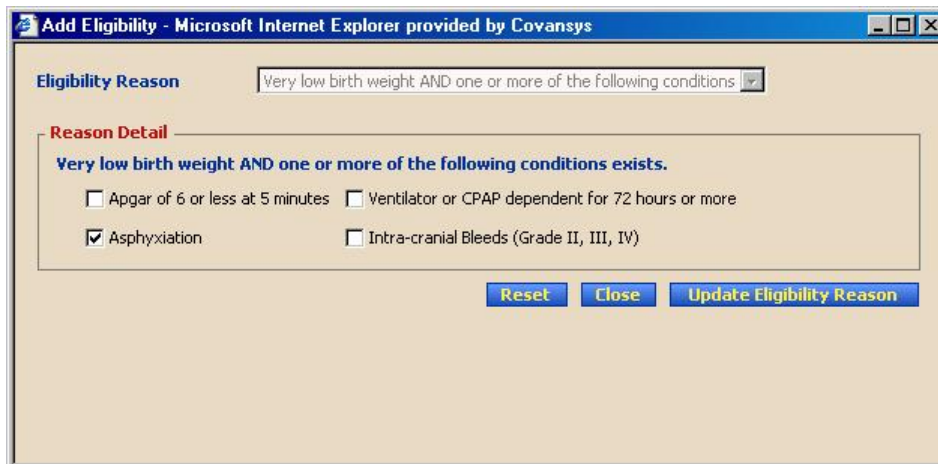
Use this exercise to update an eligibility reason.

Note: This function is a Case Administrator option only, and only available for users with Case Administration rights. Case Administrators can perform this function after eligibility has already been determined. This function is only available for current, active enrollment and only if the eligibility determination information has been saved but the eligibility edits have not been completed. Once the eligibility determination information for the current, active enrollment is saved, it can only be changed by a Case Administrator.

This function is a part of the processes of entering eligibility determination information and therefore begins on the [Eligibility Determination](#) page. For more information about the processes on which this function depends, and the steps necessary to display the [Eligibility Determination](#) page for a child, see [Enter Eligibility Determination for an Eligible Child](#).

Complete the following steps to finish this exercise:

1. On the [Eligibility Determination](#) page, click the  icon in the **Detail** column for a specific eligibility reason. The [Add Eligibility Reason](#) page displays.



Tip: The **Eligibility Reason** cannot be changed when updating an eligibility reason.


2. Update the **Reason Detail** as necessary.
3. Once all of the information is correct, click **Update Eligibility Reason**.

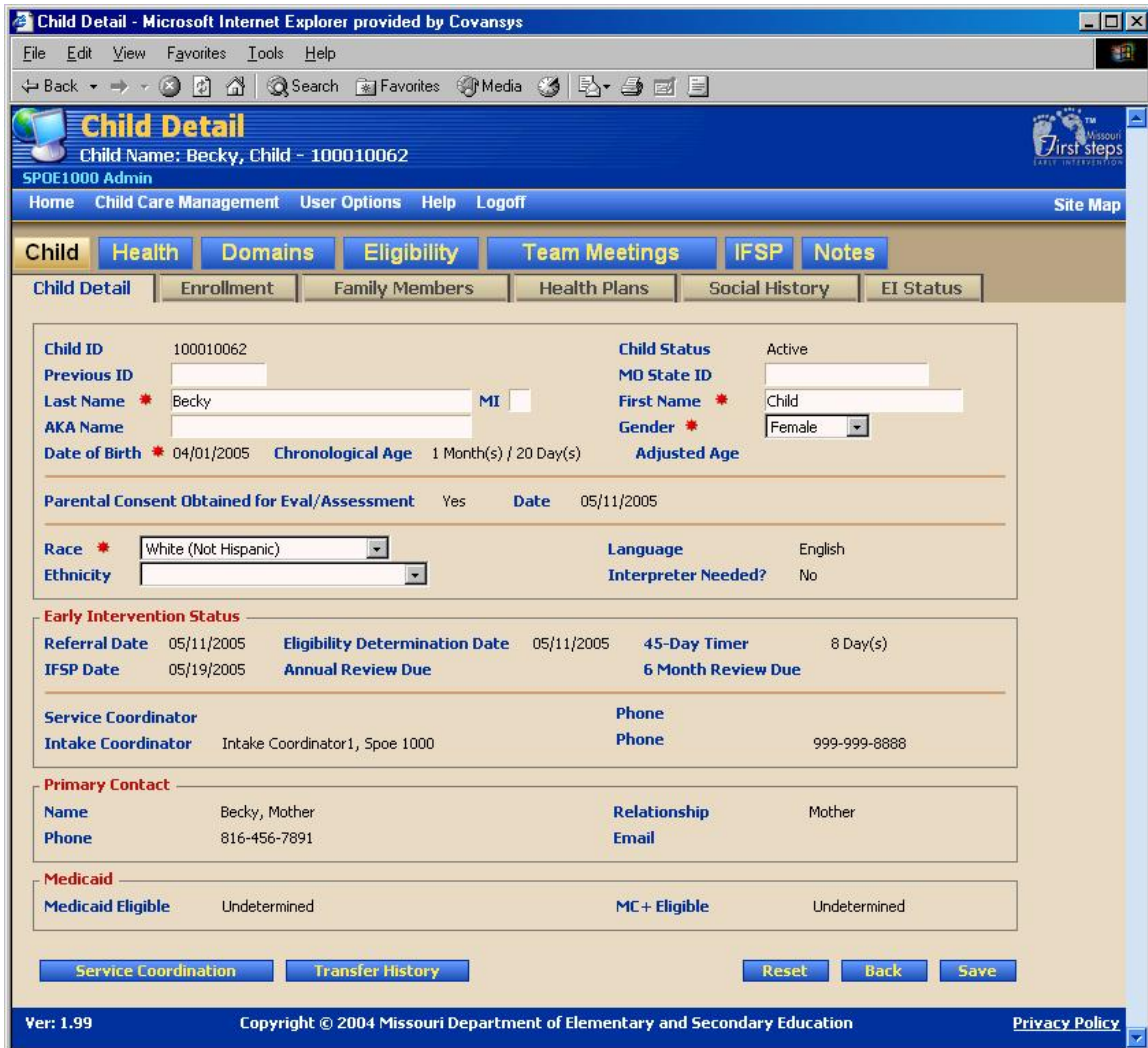
Note: When the eligibility reason is updated and the admin user selects the save button, the eligibility edits run automatically and must be passed before the updated reason is actually saved to the list.

View a List of Eligibility Sources

Use this exercise to display a list of eligibility sources.

Complete the following steps to finish this exercise:

1. On the [Child List](#) page, click the  icon in the **Detail** column for a specific child record. The [Child Detail](#) page displays.



Child Detail - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

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Child Detail
Child Name: Becky, Child - 100010062
SPOE1000 Admin

Home Child Care Management User Options Help Logout Site Map

Child Health Domains Eligibility Team Meetings IFSP Notes

Child Detail Enrollment Family Members Health Plans Social History EI Status

Child ID: 100010062
Previous ID:
Last Name: * Becky MI
AKA Name:
Date of Birth: * 04/01/2005 Chronological Age: 1 Month(s) / 20 Day(s) Adjusted Age:
Child Status: Active
MO State ID:
First Name: * Child
Gender: * Female
Parental Consent Obtained for Eval/Assessment: Yes Date: 05/11/2005
Race: * White (Not Hispanic) Language: English
Ethnicity: Interpreter Needed?: No

Early Intervention Status
Referral Date: 05/11/2005 Eligibility Determination Date: 05/11/2005 45-Day Timer: 8 Day(s)
IFSP Date: 05/19/2005 Annual Review Due: 6 Month Review Due

Service Coordinator: Intake Coordinator1, Spoe 1000 Phone: 999-999-8888
Intake Coordinator: Intake Coordinator1, Spoe 1000 Phone: 999-999-8888

Primary Contact
Name: Becky, Mother Relationship: Mother
Phone: 816-456-7891 Email:

Medicaid
Medicaid Eligible: Undetermined MC + Eligible: Undetermined

Service Coordination Transfer History Reset Back Save

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2. Click the **Eligibility** tab. The [Eligibility Determination](#) page displays.

Eligibility Determination - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

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Eligibility Determination
Child Name: Becky, Child - 100010062
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains **Eligibility** Team Meetings IFSP Notes

Eligibility Determination Eligibility Source Eligibility Authorizations Eligibility Notes

Eligibility Determination Date 05/11/2005 Enrollment Dates 05/11/2005 To

☒ Child Is Eligible

Eligibility Reason(s)			
Primary	Detail	Eligibility Reason	Delete
<input checked="" type="radio"/>		Medical Condition Associated with MR/DD Exists	Delete
<input type="radio"/>		Very low birth weight AND one or more of the following conditions	Delete

Add Eligibility Reason

Primary Program Eligibility Diagnosis 001 DX Description CHOLERA

Eligibility Notes View Eligibility History Reset Back Update Eligibility

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3. Click the **Eligibility Source** tab. The [Eligibility Source List](#) page displays.

Eligibility Source List - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

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Eligibility Source List
Child Name: Becky, Child - 100010062
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains **Eligibility** Team Meetings IFSP Notes

Eligibility Determination **Eligibility Source** Eligibility Authorizations Eligibility Notes

Eligibility Source List

Source Name	Role	Method of Input
Becky, Mother	Parent/Guardian	By Meeting
Dr. Spock	Physician or Authorized Designee	By Written Report

1 2 records

Add Eligibility Source Back


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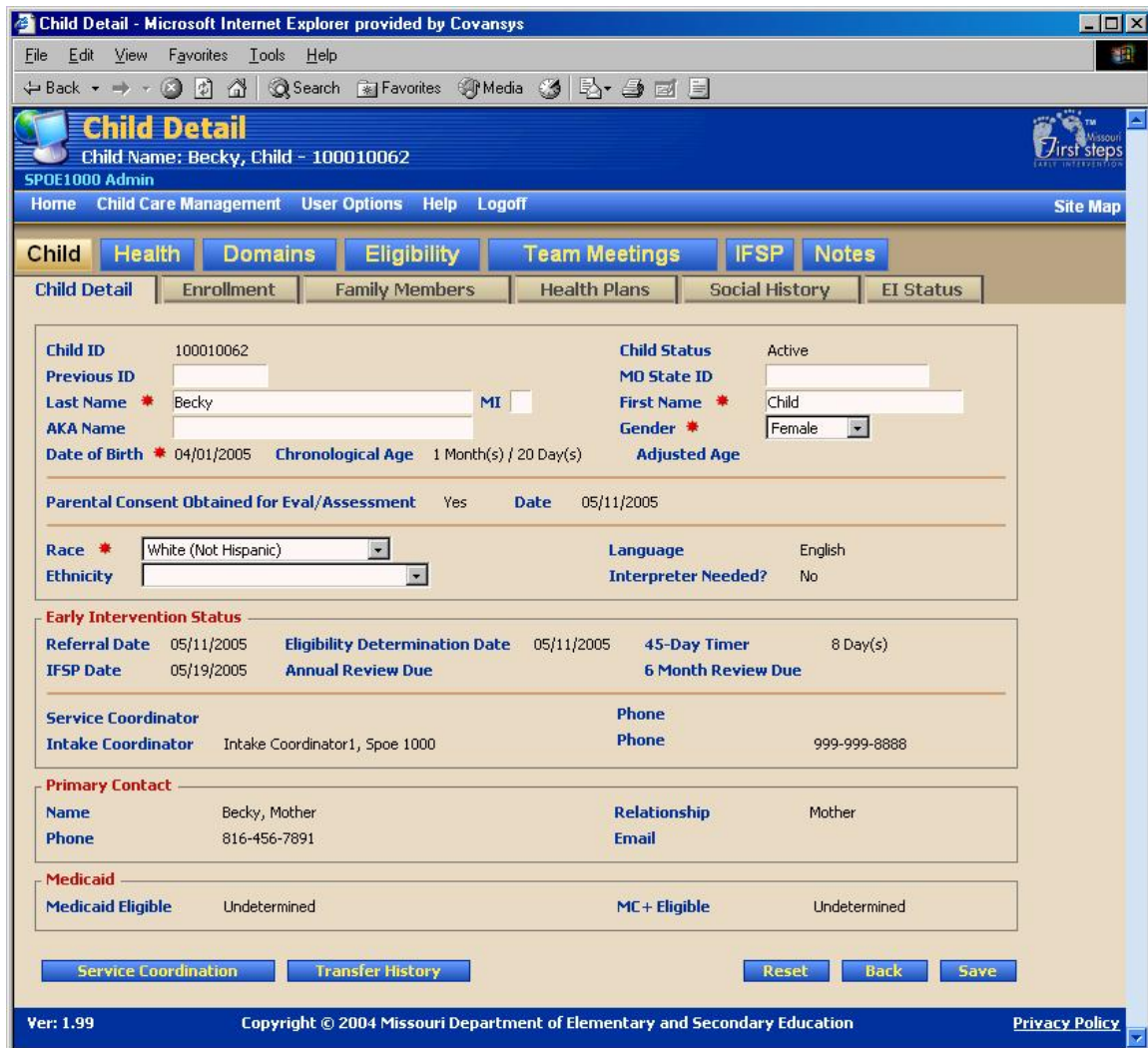
4. View the list of eligibility sources in the table.

Enter an Eligibility Source

Use this exercise to enter an eligibility source.

Complete the following steps to finish this exercise:

1. On the [Child List](#) page, click the  icon in the **Detail** column for a specific child record. The [Child Detail](#) page displays.



Child Detail - Microsoft Internet Explorer provided by Covansys

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Child Detail
Child Name: Becky, Child - 100010062
SPOE1000 Admin

Home Child Care Management User Options Help Logout Site Map

Child Health Domains Eligibility Team Meetings IFSP Notes

Child Detail Enrollment Family Members Health Plans Social History EI Status

Child ID: 100010062
Previous ID:
Last Name: * Becky MI
AKA Name:
Date of Birth: * 04/01/2005 Chronological Age: 1 Month(s) / 20 Day(s)
Child Status: Active
MO State ID:
First Name: * Child
Gender: * Female
Adjusted Age:
Parental Consent Obtained for Eval/Assessment: Yes Date: 05/11/2005
Race: * White (Not Hispanic)
Ethnicity:
Language: English
Interpreter Needed?: No
Early Intervention Status
Referral Date: 05/11/2005 Eligibility Determination Date: 05/11/2005 45-Day Timer: 8 Day(s)
IFSP Date: 05/19/2005 Annual Review Due: 6 Month Review Due
Service Coordinator:
Intake Coordinator: Intake Coordinator1, Spoe 1000
Phone:
Phone: 999-999-8888
Primary Contact
Name: Becky, Mother
Relationship: Mother
Phone: 816-456-7891
Email:
Medicaid
Medicaid Eligible: Undetermined
MC + Eligible: Undetermined
Service Coordination Transfer History Reset Back Save
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2. Click the **Eligibility** tab. The [Eligibility Determination](#) page displays.

Eligibility Determination - Microsoft Internet Explorer provided by Covansys

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Eligibility Determination
Child Name: Becky, Child - 100010062
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains **Eligibility** Team Meetings IFSP Notes

Eligibility Determination Eligibility Source Eligibility Authorizations Eligibility Notes

Eligibility Determination Date 05/11/2005 Enrollment Dates 05/11/2005 To

☒ Child Is Eligible

Eligibility Reason(s)			
Primary	Detail	Eligibility Reason	Delete
<input checked="" type="radio"/>		Medical Condition Associated with MR/DD Exists	Delete
<input type="radio"/>		Very low birth weight AND one or more of the following conditions	Delete

Add Eligibility Reason

Primary Program Eligibility Diagnosis 001 DX Description CHOLERA

Eligibility Notes View Eligibility History Reset Back Update Eligibility

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3. Click the **Eligibility Source** tab. The [Eligibility Source List](#) page displays.

Eligibility Source List - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

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Eligibility Source List
Child Name: Becky, Child - 100010062
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains **Eligibility** Team Meetings IFSP Notes

Eligibility Determination **Eligibility Source** Eligibility Authorizations Eligibility Notes

Eligibility Source List

Source Name	Role	Method of Input
Becky, Mother	Parent/Guardian	By Meeting
Dr. Spock	Physician or Authorized Designee	By Written Report

1 2 records

Add Eligibility Source Back

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4. Click **Add Eligibility Source**. The [Add Eligibility Source](#) page displays.

The screenshot shows a web browser window titled "Add Eligibility Source - Microsoft Internet Explorer provided by Covansys". The form contains the following fields and controls:


- Source Name ***: A text input field.
- Eligibility Source Role ***: A dropdown menu. To its right is a text input field labeled "Specify if Other Role selected".
- Method of Input ***: A dropdown menu. To its right is a text input field labeled "Specify if Other Method selected".
- At the bottom right are three buttons: "Reset", "Close", and "Save".

5. In **Source Name**, enter the first name and the last name of the individual who provided input in the child's eligibility determination process in 65 characters or less.
6. Select a description of the role that the individual plays in the child's life from **Eligibility Source Role**.
7. If **Other** is selected from **Eligibility Source Role**, enter a description of the role that the individual plays in the child's life in **Specify if Other Role Selected**.
8. Select the method by which the individual provided input in the child's eligibility determination process from **Method of Input**.
9. If **Other** is selected from **Method of Input**, enter a description of the method by which the individual provided input in the child's eligibility determination process in **Specify if Other Method Selected**.
10. Click **Save**.

View a List of Eligibility Authorizations

Use this exercise to display a list of eligibility authorizations.

Complete the following steps to finish this exercise:

1. On the [Child List](#) page, click the  icon in the **Detail** column for a specific child record. The [Child Detail](#) page displays.

Child Detail - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print Mail

Child Detail
Child Name: Becky, Child - 100010062
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Eligibility Team Meetings IFSP Notes

Child Detail Enrollment Family Members Health Plans Social History EI Status

Child ID: 100010062
Previous ID:
Last Name: * Becky MI
AKA Name:
Date of Birth: * 04/01/2005 Chronological Age: 1 Month(s) / 20 Day(s)
Child Status: Active
MO State ID:
First Name: * Child
Gender: * Female
Adjusted Age:
Parental Consent Obtained for Eval/Assessment: Yes Date: 05/11/2005
Race: * White (Not Hispanic)
Language: English
Ethnicity:
Interpreter Needed?: No

Early Intervention Status
Referral Date: 05/11/2005 Eligibility Determination Date: 05/11/2005 45-Day Timer: 8 Day(s)
IFSP Date: 05/19/2005 Annual Review Due: 6 Month Review Due

Service Coordinator: Intake Coordinator1, Spoe 1000
Phone: 999-999-8888

Primary Contact
Name: Becky, Mother Relationship: Mother
Phone: 816-456-7891 Email:

Medicaid
Medicaid Eligible: Undetermined MC + Eligible: Undetermined

Service Coordination Transfer History Reset Back Save

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2. Click the **Eligibility** tab. The [Eligibility Determination](#) page displays.

Eligibility Determination - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media

Eligibility Determination
Child Name: Becky, Child - 100010062
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains **Eligibility** Team Meetings IFSP Notes

Eligibility Determination Eligibility Source Eligibility Authorizations Eligibility Notes

Eligibility Determination Date 05/11/2005 Enrollment Dates 05/11/2005 To

☒ Child Is Eligible

Eligibility Reason(s)			
Primary	Detail	Eligibility Reason	Delete
<input checked="" type="radio"/>		Medical Condition Associated with MR/DD Exists	Delete
<input type="radio"/>		Very low birth weight AND one or more of the following conditions	Delete

Add Eligibility Reason

Primary Program Eligibility Diagnosis 001 DX Description CHOLERA

Eligibility Notes View Eligibility History Reset Back Update Eligibility

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- Click the **Eligibility Authorizations** tab. The [Eligibility Authorizations](#) page displays.

Eligibility Authorization - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media

Eligibility Authorization
Child Name: Becky, Child - 100010062
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains **Eligibility** Team Meetings IFSP Notes

Eligibility Determination Eligibility Source **Eligibility Authorizations** Eligibility Notes

Search Filter

☒ Show Current Enrollment Authorizations Only


Authorization List					
Auth	Authorization	Effective Date	Description	Service Type	Status
	A100010062-1	05/12/2005 - 05/31/2005	Eval/Assessment	Vision Services	Discontinued

1 records

New Authorization

Domains Back

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 **Tip:** Under **Search Filter**, you can select the **Show Current Enrollment Authorizations Only** check box to display only currently enrollment authorizations in the **Authorization List** table. When the check box is selected or cleared, the information displayed in the **Authorization List** table is refreshed.


4. View the list of eligibility authorizations in the table.

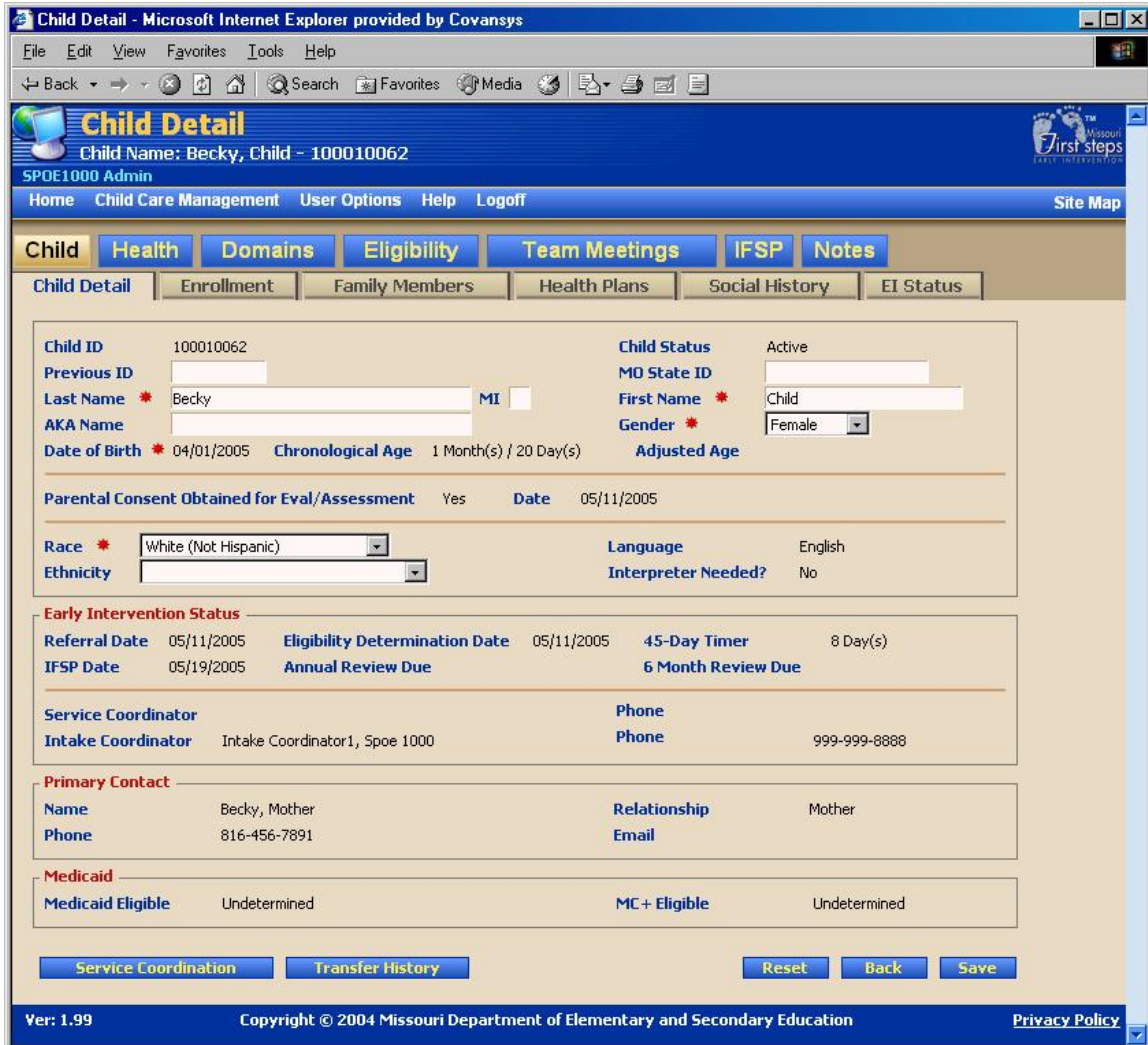
 **Tip:** You can click the icon in the **Auth** column to view detailed authorization information. The [View Authorization Detail](#) page displays when clicked.

View a List of Eligibility Notes

Use this exercise to display a list of eligibility notes from the [Eligibility Determination](#) page.

Complete the following steps to finish this exercise:

1. On the [Child List](#) page, click the  icon in the **Detail** column for a specific child record. The [Child Detail](#) page displays.



Child Detail - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print

Child Detail
Child Name: Becky, Child - 100010062
SPOE1000 Admin

Home Child Care Management User Options Help Logout Site Map

Child Health Domains **Eligibility** Team Meetings IFSP Notes

Child Detail Enrollment Family Members Health Plans Social History EI Status

Child ID: 100010062 Child Status: Active
Previous ID: MD State ID:
Last Name: * Becky MI: First Name: * Child
AKA Name: Gender: * Female
Date of Birth: * 04/01/2005 Chronological Age: 1 Month(s) / 20 Day(s) Adjusted Age:

Parental Consent Obtained for Eval/Assessment: Yes Date: 05/11/2005

Race: * White (Not Hispanic) Language: English
Ethnicity: Interpreter Needed?: No

Early Intervention Status

Referral Date: 05/11/2005 Eligibility Determination Date: 05/11/2005 45-Day Timer: 8 Day(s)
IFSP Date: 05/19/2005 Annual Review Due: 6 Month Review Due

Service Coordinator: Phone:
Intake Coordinator: Intake Coordinator1, Spoe 1000 Phone: 999-999-8888

Primary Contact

Name: Becky, Mother Relationship: Mother
Phone: 816-456-7891 Email:

Medicaid

Medicaid Eligible: Undetermined MC+ Eligible: Undetermined

Service Coordination Transfer History Reset Back Save

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2. Click the **Eligibility** tab. The [Eligibility Determination](#) page displays.

Eligibility Determination - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print

Eligibility Determination Child Name: Becky, Child - 100010062 SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains **Eligibility** Team Meetings IFSP Notes

Eligibility Determination Eligibility Source Eligibility Authorizations Eligibility Notes

Eligibility Determination Date 05/11/2005 Enrollment Dates 05/11/2005 To

☒ Child Is Eligible

Eligibility Reason(s)			
Primary	Detail	Eligibility Reason	Delete
<input checked="" type="radio"/>		Medical Condition Associated with MR/DD Exists	Delete
<input type="radio"/>		Very low birth weight AND one or more of the following conditions	Delete

[Add Eligibility Reason](#)

Primary Program Eligibility Diagnosis 001 DX Description CHOLERA

[Eligibility Notes](#) [View Eligibility History](#) [Reset](#) [Back](#) [Update Eligibility](#)

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3. Click **Eligibility Notes**. The [Eligibility Notes List](#) page displays.

Eligibility Notes List - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print

Eligibility Notes List Child Name: Becky, Child - 100010062 SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains **Eligibility** Team Meetings IFSP Notes

Eligibility Determination Eligibility Source Eligibility Authorizations **Eligibility Notes**

Eligibility Notes List			
Detail	Note Date	User ID	Note Description
	05/11/2005	spoe1000admin	ldjfl;ksjfdl;sjf

1 records [Add Notes](#) [Back](#)

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4. View the list of eligibility notes in the table.

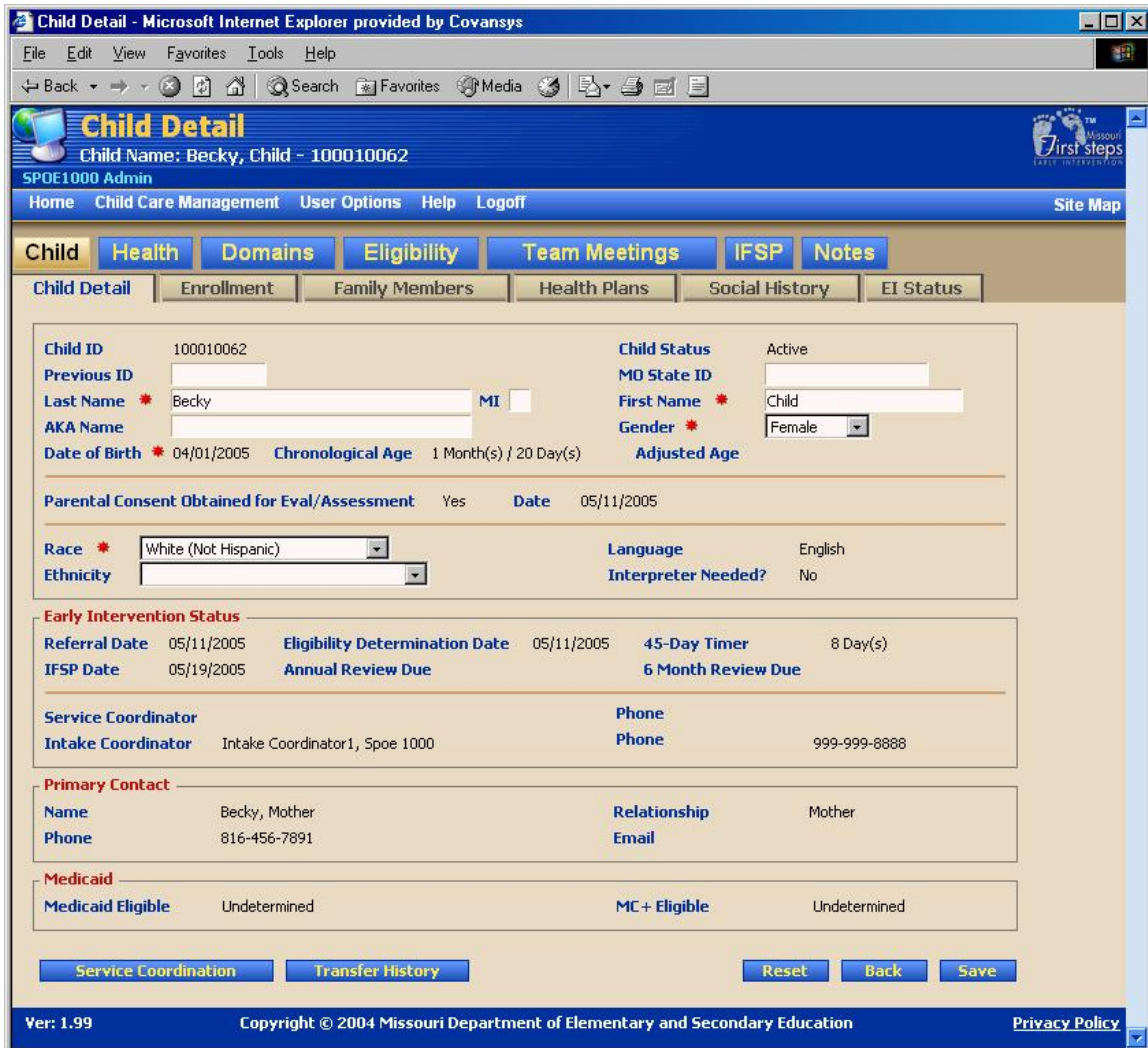
 **Tip:** You can click the  icon in the **Detail** column to view detailed eligibility note information. The [Add Eligibility Notes](#) page displays when clicked.

Enter an Eligibility Note

Use this exercise to enter an eligibility note from the [Eligibility Determination](#) page.

Complete the following steps to finish this exercise:

1. On the [Child List](#) page, click the  icon in the **Detail** column for a specific child record. The [Child Detail](#) page displays.



Child Detail - Microsoft Internet Explorer provided by Covansys

Child Name: Becky, Child - 100010062
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains **Eligibility** Team Meetings IFSP Notes

Child Detail Enrollment Family Members Health Plans Social History EI Status

Child ID: 100010062 Child Status: Active
Previous ID: MO State ID:
Last Name: * Becky MI: First Name: * Child
AKA Name: Gender: * Female
Date of Birth: * 04/01/2005 Chronological Age: 1 Month(s) / 20 Day(s) Adjusted Age:

Parental Consent Obtained for Eval/Assessment: Yes Date: 05/11/2005

Race: * White (Not Hispanic) Language: English
Ethnicity: Interpreter Needed?: No

Early Intervention Status

Referral Date: 05/11/2005 Eligibility Determination Date: 05/11/2005 45-Day Timer: 8 Day(s)
IFSP Date: 05/19/2005 Annual Review Due: 6 Month Review Due

Service Coordinator: Phone:
Intake Coordinator: Intake Coordinator1, Spoe 1000 Phone: 999-999-8888

Primary Contact

Name: Becky, Mother Relationship: Mother
Phone: 816-456-7891 Email:

Medicaid

Medicaid Eligible: Undetermined MC + Eligible: Undetermined

Service Coordination Transfer History Reset Back Save

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2. Click the **Eligibility** tab. The [Eligibility Determination](#) page displays.

Eligibility Determination - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media

Eligibility Determination
Child Name: Becky, Child - 100010062
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains **Eligibility** Team Meetings IFSP Notes

Eligibility Determination Eligibility Source Eligibility Authorizations Eligibility Notes

Eligibility Determination Date 05/11/2005 Enrollment Dates 05/11/2005 To

☒ Child Is Eligible

Eligibility Reason(s)			
Primary	Detail	Eligibility Reason	Delete
<input checked="" type="radio"/>		Medical Condition Associated with MR/DD Exists	Delete
<input type="radio"/>		Very low birth weight AND one or more of the following conditions	Delete

[Add Eligibility Reason](#)

Primary Program Eligibility Diagnosis 001 DX Description CHOLERA

[Eligibility Notes](#) [View Eligibility History](#) [Reset](#) [Back](#) [Update Eligibility](#)

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3. Click **Eligibility Notes**. The [Eligibility Notes List](#) page displays.

Eligibility Notes List - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media

Eligibility Notes List
Child Name: Becky, Child - 100010062
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains **Eligibility** Team Meetings IFSP Notes

Eligibility Determination Eligibility Source Eligibility Authorizations **Eligibility Notes**


Eligibility Notes List			
Detail	Note Date	User ID	Note Description
	05/11/2005	spoe1000admin	ldjfl;ksjfdl;sjf

1 records

[Add Notes](#) [Back](#)

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4. Click **Add Notes**. The [Add Eligibility Notes](#) page displays.

5. Enter or select the **Eligibility Note Day**. You can click the  icon to select a date from a calendar. If the date is left blank, today's date is entered.
6. In **Eligibility Notes**, enter the text of the note in 250 characters or less.
7. Click **Save**.

 **Note:** Once an eligibility note is saved, the note can no longer be updated or changed.

Team Meetings

The **Team Meetings** tab is not available until the child's record is in Eligibility status. This means the child has been determined eligible for E.I. services and has passed the program edits related to Eligibility.

Meeting Types

There are six different meeting types within the system and it is important to understand that the business rules for each meeting type are part of the Early Intervention program compliance edits and must be met to schedule and finalize each meeting type.

Interim

The *Interim* meeting type is designed only for those children who require immediate Early Intervention services prior to the *Initial* meeting. The *Interim* meeting can only be held one time and it must be the very first meeting on a child's enrollment period. The very first meeting that can be scheduled must be an *Interim* or *Initial* meeting.

Initial

The *Initial* meeting is required for each child in the program and is used to plan the IFSP for the child and family. The *Initial* meeting is a required meeting for each enrollment period. The very first meeting that can be scheduled must be an *Initial* or *Interim* meeting. An *Annual*, *Inter-periodic*, or *6-Month Review* meeting cannot be scheduled if the *Initial* meeting has not been finalized. IFSP specifications are established during the *Initial* meeting and determined by the IFSP type.

Annual

Every 365 days, the IFSP needs to be reviewed by adding an *Annual* meeting. *Annual* meetings can only be scheduled after the *Initial* and *6-Month Review* meetings have been finalized. The IFSP specifications for the next IFSP period are established during the *Annual* meeting and determined by the IFSP type.

Inter-periodic

A parent or other team member may call a team meeting at anytime. When this occurs, an *Inter-periodic* meeting needs to be created. *Inter-periodic* meetings are held at any time during an IFSP period. During the *Inter-periodic* meeting, the IFSP specifications for the current IFSP period cannot be changed, but IFSP data may be updated and service authorizations can be added.

6-Month Review

A *6-Month Review* of the IFSP is required six months after the *Initial* meeting as well as six months after each *Annual* meeting. The *6-Month Review* meeting must be scheduled and finalized before the next *Annual* meeting may be scheduled. The *6-Month Review* meeting must be held during a current IFSP period. During the *6-Month Review* meeting, the IFSP specifications for the current IFSP period cannot be changed, but IFSP data may be updated and service authorizations can be added.

Lapsed IFSP

If a meeting cannot be held due to scheduling requirements causing a gap in the services that can be delivered to a child; the Case Administrator may create a *Lapsed IFSP* to cover these services for a maximum of 45-days until the meeting can be held. A *Lapsed IFSP* does not require a meeting be scheduled; because the Case Administrator uses the **Location Administration** menu option on the **Child Care Management** menu to create a *Lapsed IFSP* automatically. New service authorizations may not be created for a *Lapsed IFSP*. Instead, only those authorizations that existed from the previous IFSP period may be “continued” for the duration of the *Lapsed IFSP* period. A *Lapsed IFSP* cannot be created if a current IFSP exists on the child’s record. Two *Lapsed IFSP* meetings cannot be created back to back. A *Lapsed IFSP* cannot be the first meeting created on a child's record.

Meeting Statuses

There are five different meeting types within the system.

Tentative

Meeting status of *Tentative* is given to all meetings when first created and saved. To schedule a meeting, the meeting status must be *Tentative*. Only meetings with a status of *Tentative* may be deleted on the [Team Meeting Planner](#) page. *Tentative* meeting information can be updated at any time.

Scheduled

A meeting can be *Scheduled* if no other meeting has a status of *Scheduled* or *Ongoing* and the meeting date is within 30 days in the future of the current date. If the meeting date is more than 30 days in the future, the meeting status will remain at *Tentative*. A meeting date in the past may be scheduled if it does not exceed 60 days as of the current date and does not supercede any other business rules (like an *Annual* meeting being held prior to the *Initial* meeting). Once a meeting is *Scheduled*, it may not be deleted.

Canceled

The meeting status of *Canceled* is only used for those meetings that are not going to be held and have a current status of *Scheduled*.

Rescheduled

The *Reschedule* option is available if the meeting status is *Scheduled* and the meeting date or primary meeting type must be changed. If the primary meeting type or meeting date needs to be adjusted, the meeting can be *Rescheduled*. A *Rescheduled* meeting is saved as a new meeting with a status of *Tentative*. The originating meeting may not be updated once it has been *Rescheduled*.


Ongoing

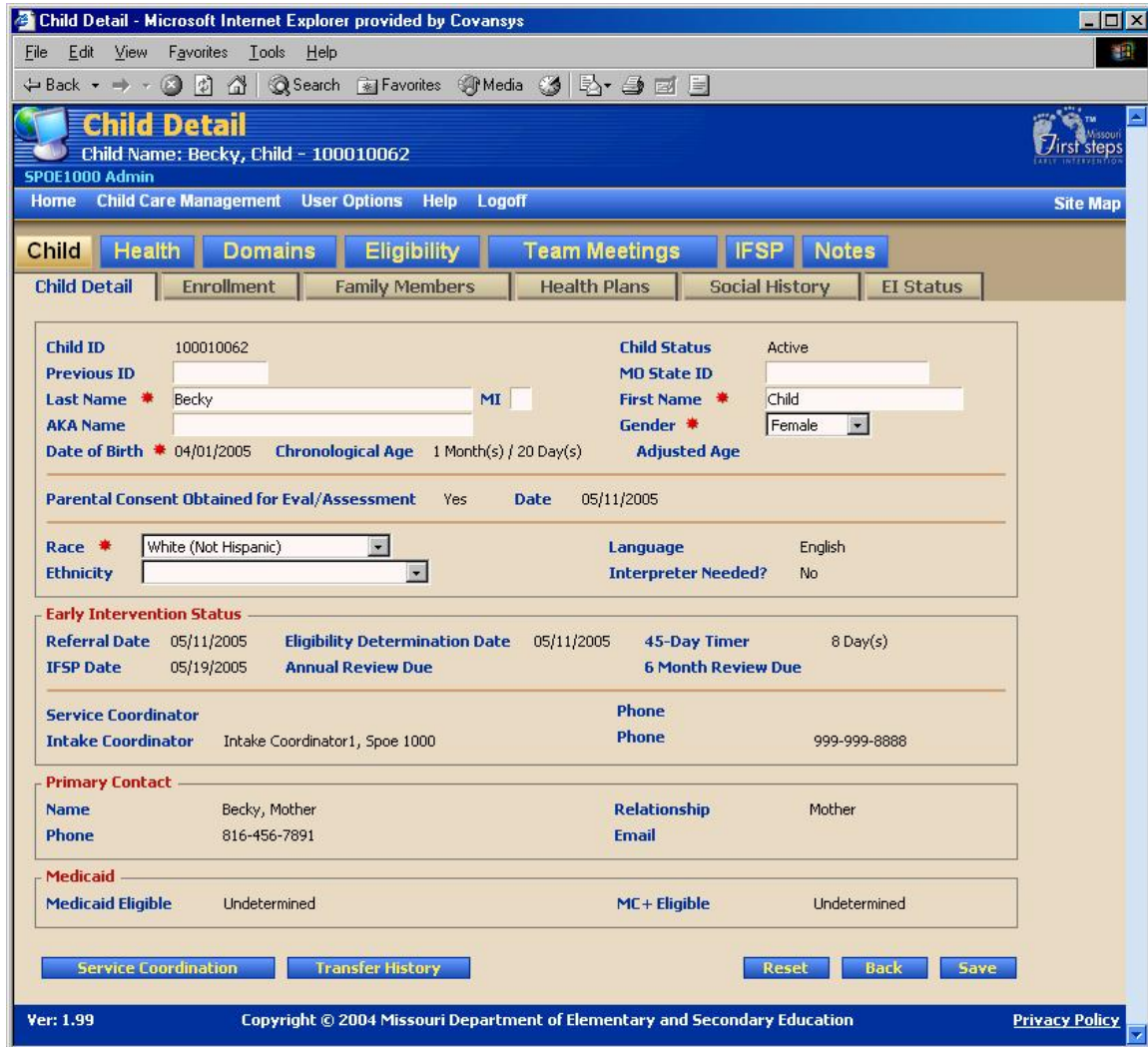
The meeting status is updated from *Scheduled* to *Ongoing* when the meeting date is the same as or prior to the current date. The status remains at *Scheduled* until the first meeting attendance record is updated and saved to the system. Once a meeting is *Ongoing* it cannot be *Canceled* or *Rescheduled*. A meeting will remain in *Ongoing* status until it is finalized.

View IFSP Team Meeting History

Use this exercise to view IFSP team meeting history.

Complete the following steps to finish this exercise:

1. On the [Child List](#) page, click the  icon in the **Detail** column for a specific child record. The [Child Detail](#) page displays.



Child Detail - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

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Child Detail
Child Name: Becky, Child - 100010062
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Eligibility Team Meetings IFSP Notes

Child Detail Enrollment Family Members Health Plans Social History EI Status

Child ID: 100010062
Previous ID:
Last Name: * Becky MI
AKA Name:
Date of Birth: * 04/01/2005 Chronological Age: 1 Month(s) / 20 Day(s)
Child Status: Active
MO State ID:
First Name: * Child
Gender: * Female
Adjusted Age:

Parental Consent Obtained for Eval/Assessment: Yes Date: 05/11/2005

Race: * White (Not Hispanic)
Ethnicity:
Language: English
Interpreter Needed?: No

Early Intervention Status
Referral Date: 05/11/2005 Eligibility Determination Date: 05/11/2005 45-Day Timer: 8 Day(s)
IFSP Date: 05/19/2005 Annual Review Due: 6 Month Review Due

Service Coordinator:
Intake Coordinator: Intake Coordinator1, Spoe 1000
Phone:
Phone: 999-999-8888

Primary Contact
Name: Becky, Mother
Phone: 816-456-7891
Relationship: Mother
Email:

Medicaid
Medicaid Eligible: Undetermined
MC + Eligible: Undetermined

Service Coordination Transfer History Reset Back Save

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2. Click the **Team Meetings** tab. The [Meeting History](#) page displays.

Meeting History - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Search Favorites Media

Meeting History
Child Name: Becky, Child - 100010062
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Eligibility **Team Meetings** IFSP Notes

Meeting History Meeting Planner Meeting Activities Team Members

Meeting List

Select	Meeting Type	IFSP Period	Meeting Date	Status
<input type="radio"/>	Initial		05/19/2005	Ongoing
<input type="radio"/>	Interim	05/15/2005 - 05/30/2005	05/15/2005	Finalized

1 2 records

Reset List Add Meeting Back

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Note: If no team meetings currently exist for a child, the [Team Meeting Planner](#) page displays when the **Team Meetings** tab is clicked. The [Meeting History](#) page can only be displayed after the first team meeting is scheduled.

3. In the **Meeting List** table, click the radio button in the **Select** column to select the meeting to view.

Tip: When a scheduled meeting should occur, it is highlighted in the **Meeting List** table. Once a radio button is selected in the **Select** column, you must click the **Reset List** button to clear the selection and view the most current meeting's information on the pages within **Team Meetings**. Once a meeting is selected, the **IFSP Date** is displayed at the top right of the page.

4. Click the **Meeting Planner** tab. The [Team Meeting Planner](#) page displays.

IFSP Meeting Planner - Microsoft Internet Explorer provided by Covansys

Team Meeting Planner
Child Name: Becky, Child - 100010062
IFSP Date: 05/15/2005
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Eligibility **Team Meetings** IFSP Notes

Meeting History Meeting Planner* Meeting Activities* Team Members

Primary Meeting Type * Interim Meeting Status Finalized

Secondary Meeting Type ☐ Transition ☐ Part B ☐ Compensatory

Meeting Date * 05/15/2005 Time * 10:00 AM hh:mm AM/PM Meeting Duration * 60 Minutes

Location Address Location Description

Meeting Agenda

Detail	Member Name	Role	Specialty	Phone	Notified
	Intake Coordinator1, Spoe 1000 / Admin 1000	Intake Service Coordinator	Intake Coordinator	999-999-8888	<input type="checkbox"/>
	Coord2, Service / Service Coord 2	Evaluator	Service Coordinator	999-999-8888	<input type="checkbox"/>

1 2 records

Back

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5. View the meeting planner information. Depending on the status of the meeting, some of this information may be updated and team members may be added or removed. You can click the link in the **Detail** column to view detailed team member information.

Note: If a meeting is finalized, the tabs within the **Team Meetings** and **IFSP** areas are displayed in red. Tabs with red asterisks indicate areas that are in view-only mode. Information on tabs with red asterisks is read-only and cannot be changed. This allows you to view the information that was added for a meeting that has been finalized.

Tip: To remove a team meeting member on this page, click the icon in the **Remove** column of the **Team Meeting Member List** table. Members serving as the Service Coordinator or the Intake Coordinator cannot be removed.

6. Click the **Meeting Activities** tab. The [IFSP Team Meeting Activities](#) page displays.

IFSP Team Meeting Activities
Child Name: Allen, Child - 100010017
SPOE1000 Admin
IFSP Date: 05/09/2005
IFSP Period: 05/09/2005 - 05/22/2005

Home | Child Care Management | User Options | Help | Logoff | Site Map

Child | Health | Domains | Eligibility | **Team Meetings** | IFSP | Notes

Meeting History | Meeting Planner* | **Meeting Activities*** | Team Members

☒ Attendance
☒ IFSP Specifications
☒ Review Family Assessment
☒ Team Summary of Present Level
☒ Outcome List OR Outcomes Reviewed
☒ Parental Consent For IFSP Services
☒ IFSP Authorizations OR Other Services
☒ Meeting Notes
☒ Transition Information
☒ Team Communications
☒ Next Meeting
☒ Delivered Service(s) (Optional)
☒ Finalize Meeting

[Print IFSP Document](#) [Back](#)

7. View the meeting's activities. You can click on the links available on the page to view detailed information for each activity. Depending on the status of the meeting, some of the activities may be updated.
8. Click the **Team Members** tab. The [IFSP Team Member List](#) page displays.

IFSP Team Member List
Child Name: Becky, Child - 100010062
SPOE1000 Admin
IFSP Date: 05/15/2005

Home | Child Care Management | User Options | Help | Logoff | Site Map

Child | Health | Domains | Eligibility | Team Meetings | **IFSP** | Notes

Meeting History | Meeting Planner | Meeting Activities | **Team Members**

Search Filter
☒ Show Active Only

Detail	Member/Agency Name	Role	Specialty	Phone	Start Date	End Date
	Coord2, Service / Service Coord 2	Evaluator	Service Coordinator	999-999-8888	05/15/2005	
	Intake Coordinator1, Spoe 1000 / Admin 1000	Intake Service Coordinator	Intake Coordinator	999-999-8888	05/11/2005	05/31/2005

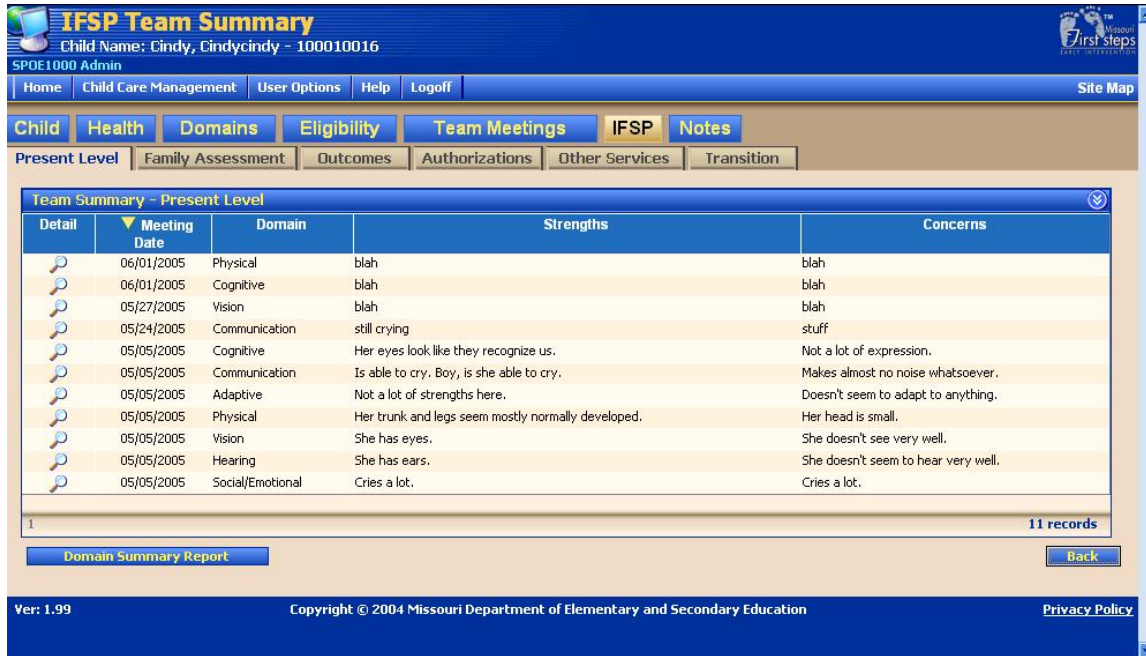
1 2 records

[Add Team Member](#) [Back](#)

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9. View the current list of team members. You can click the link in the **Detail** column to view or update detailed team member information, or click **Add Team Member** to add additional team members as necessary.

10. Click the **IFSP** tab. The [IFSP Team Summary](#) page displays.



IFSP Team Summary
Child Name: Cindy, Cindycindy - 100010016
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Eligibility Team Meetings **IFSP** Notes

Present Level Family Assessment Outcomes Authorizations Other Services Transition


Team Summary - Present Level

Detail	Meeting Date	Domain	Strengths	Concerns
	06/01/2005	Physical	blah	blah
	06/01/2005	Cognitive	blah	blah
	05/27/2005	Vision	blah	blah
	05/24/2005	Communication	still crying	stuff
	05/05/2005	Cognitive	Her eyes look like they recognize us.	Not a lot of expression.
	05/05/2005	Communication	Is able to cry. Boy, is she able to cry.	Makes almost no noise whatsoever.
	05/05/2005	Adaptive	Not a lot of strengths here.	Doesn't seem to adapt to anything.
	05/05/2005	Physical	Her trunk and legs seem mostly normally developed.	Her head is small.
	05/05/2005	Vision	She has eyes.	She doesn't see very well.
	05/05/2005	Hearing	She has ears.	She doesn't seem to hear very well.
	05/05/2005	Social/Emotional	Cries a lot.	Cries a lot.

1 11 records

Domain Summary Report Back

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11. View the team summary information. You can click the  link in the **Detail** column to view detailed team summary information. Depending on the status of the meeting, some of this information may be updated, or new team summaries may be added.

12. Click the **Family Assessment** tab. The [Family Assessment](#) page displays.

Family Assessment - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Family Assessment
Child Name: Becky, Child - 100010062
SPOE1000 Admin IFSP Date: 05/15/2005

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Eligibility **Team Meetings** IFSP Notes

Present Level* Family Assessment* Outcomes* Authorizations* Other Services* Transition*

Family Consented to Assessment * ☐ Yes ☒ No Consent Date

IFSP Family Assessment/Concerns

Family's Priorities

Strengths & Resources

I would like to share the following concerns for myself, other family members or my child

☐ Finding or working with doctors or other specialists ☐ How different services work or How they could work better for my family
☐ Planning for the future: what to expect ☐ Information on child's special needs, and what it means
☐ Parenting Skills ☐ Ideas for brothers, sisters, friends, extended family
☐ Housing, clothing, jobs, food, or telephone ☐ Linking with a parent network to meet other families or share information
☐ Money for extra costs of child's special needs ☐ Other
☐ People who can help at home or care for the child so I/We can have a break; respite or child care

I have questions about or want help for my child in the following areas

☐ Talking and listening ☐ Moving around (crawling, scooting, rolling, walking) ☐ Ability to maintain positions for play
☐ Thinking, learning, playing with toys ☐ Having fun with other children; getting along ☐ Feeding, eating, nutrition
☐ Behavior and feelings ☐ Toileting; getting dressed; bedtime; other daily routines ☐ Helping my child calm down, quiet down
☐ Pain or discomfort ☐ Special health care needs ☐ Seeing or hearing
☐ Other

Back

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13. View the family assessment information. Depending on the status of the meeting, some of this information may be updated.

14. Click the **Outcomes** tab. The [IFSP Outcomes](#) page displays.

IFSP Outcome - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Search Favorites Media

IFSP Outcomes
Child Name: Becky, Child - 100010062
SPOE1000 Admin
IFSP Date: 05/15/2005

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Eligibility Team Meetings **IFSP** Notes

Present Level* Family Assessment* Outcomes* Authorizations* Other Services* Transition*

Search Filter
☒ Show Active Only

Outcome List

Detail	Outcome #	Outcome Statement	Start Date	End Date	Status
	2	text text text	05/15/2005		
	1	text text text	05/15/2005		

1 2 records

Outcomes Reviewed For Meeting Back

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15. View information about the IFSP outcomes displayed. You can click the link in the **Detail** column to view detailed outcome information.

Depending on the status of the meeting, some of the detail information may be updated. You can click **Outcomes Reviewed for Meeting** to view the outcomes that have been reviewed as necessary.

16. Click the **Authorizations** tab. The [IFSP Authorization List](#) page displays.

IFSP Authorization List - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Authorizations

Child Name: Becky, Child - 100010062 IFSP Date: 05/15/2005

SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Eligibility Team Meetings IFSP Notes

Present Level* Family Assessment* Outcomes* Authorizations* Other Services* Transition*

Search Filter

☒ Show Meeting Specific

Authorization List

Detail	Auth #	Meeting Date	Start Date	Status	Service Type	Type	Provider/Payee
	A100010062-1	05/15/2005	05/12/2005	Discontinued	Vision Services	Eval/Assessment	Optometrist, Provider / EI Agency

1 records

Add Authorization

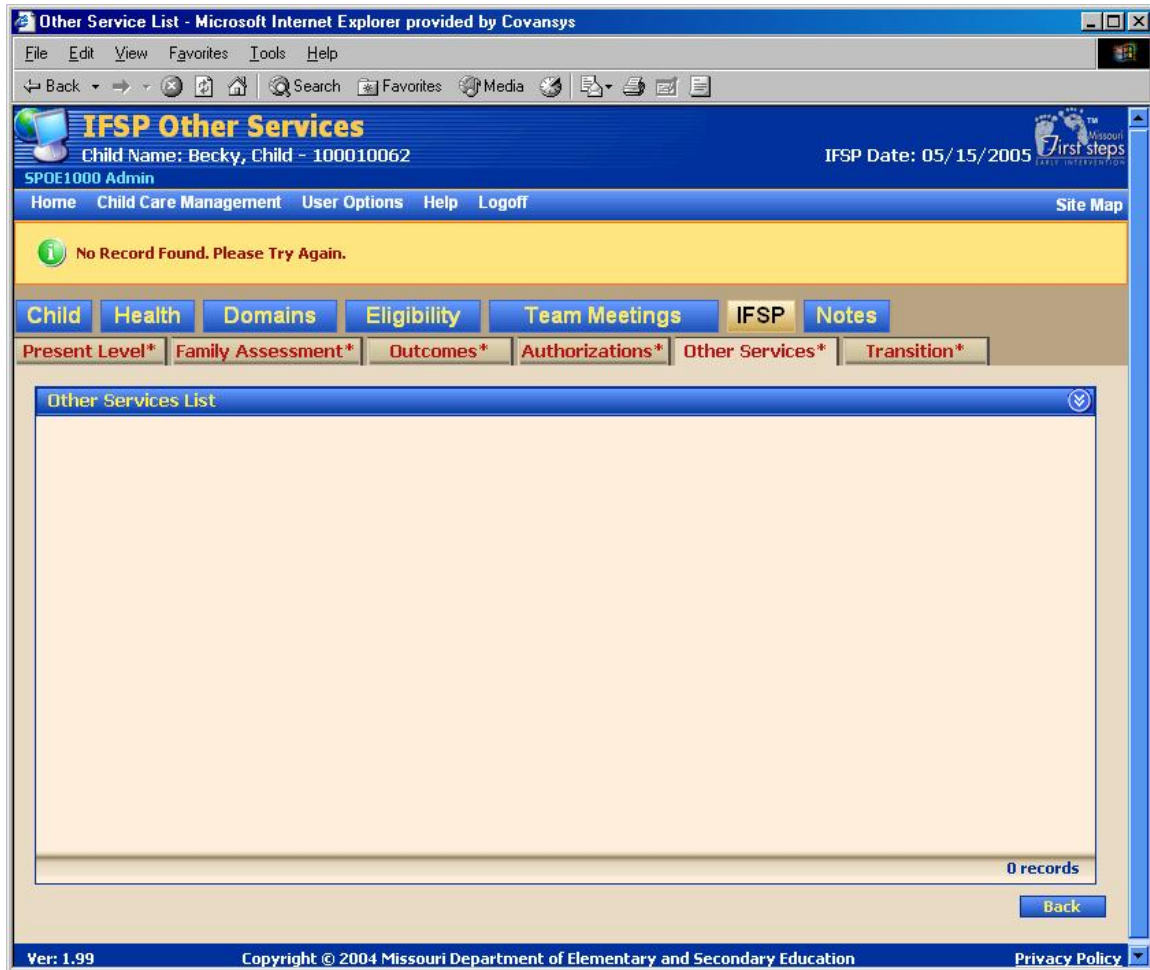
Print Back


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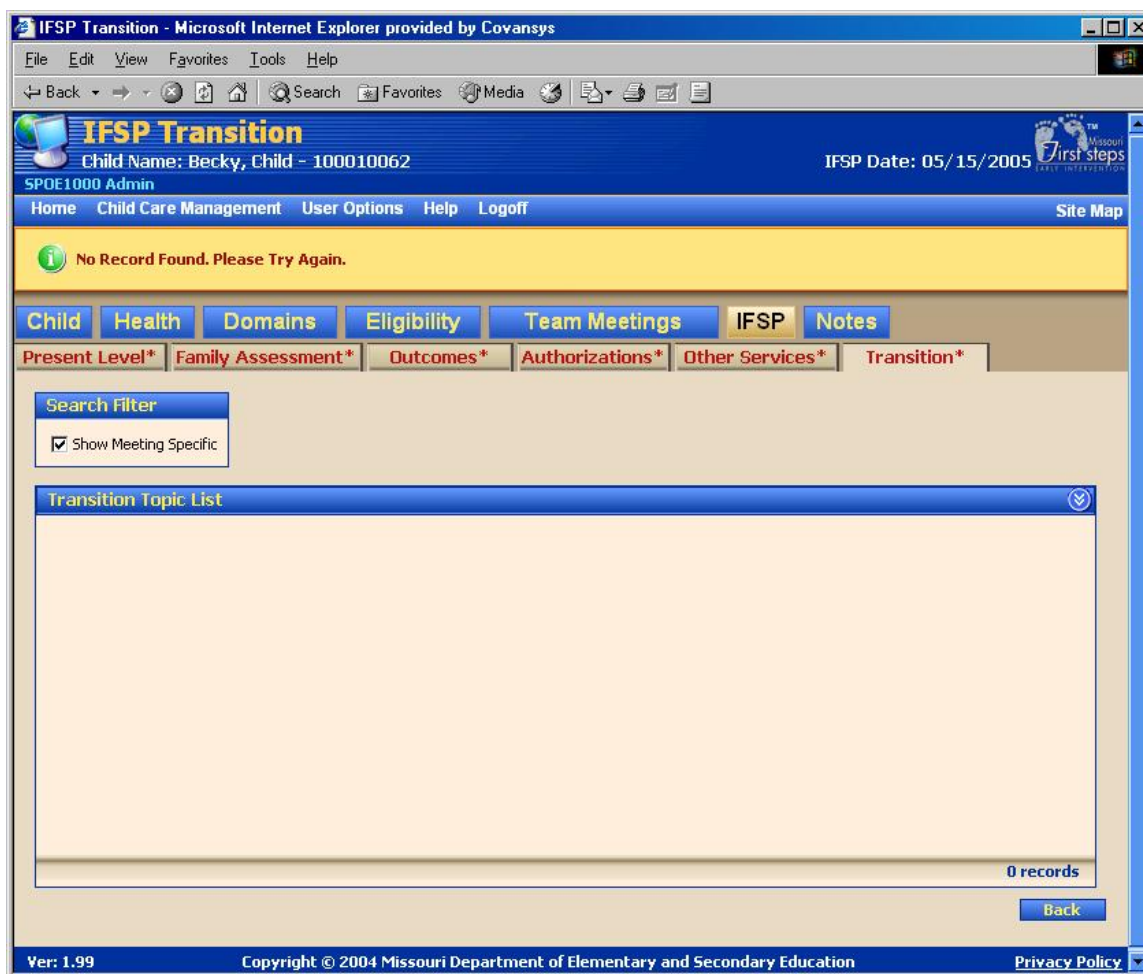
17. View the authorization history for the meeting. You can click the link in the **Detail** column to view detailed authorization information. You can click **Add Authorization** to add a new authorization as necessary.


Note: The only way to see all of the authorizations on a record is to have no selection made in the **Select** column of the **Meeting List** table on the [Meeting History](#) page. Otherwise, the authorizations displayed are specific to the meeting selected.

18. Click the **Other Services** tab. The [IFSP Other Services](#) page displays.




19. View the list of other services. You can click the  link in the **Detail** column to view detailed information about an other service. Depending on the status of the meeting, some of the detail information may be updated, or new services may be added.
20. Click the **Transition** tab. The [IFSP Transition](#) page displays.




21. View the list of other services. You can click the  link in the **Detail** column to view detailed transition information. Depending on the status of the meeting, some of the detail information may be updated, or new transitions may be added.

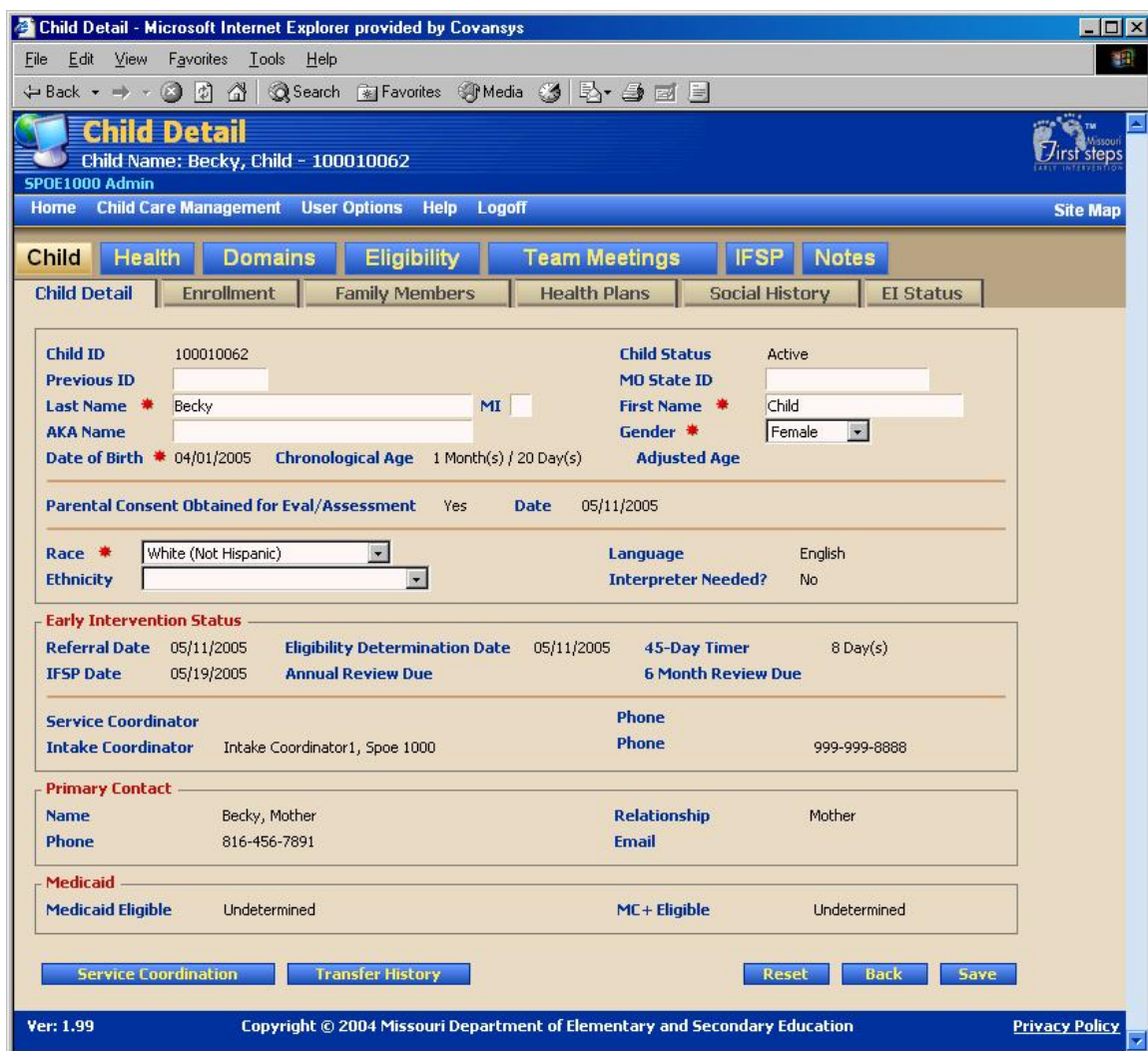
Define an Enrolled E.I. Provider as an IFSP Team Member

Use this exercise to define an E.I. provider who has enrolled with the Central Office as an IFSP team member.

 **Note:** To add a team meeting member, the member must first be assigned as an active IFSP team member on a child's record before the member can be added to the **Team Meeting Member List** table on the [Team Meeting Planner](#) page.

Complete the following steps to finish this exercise:

1. On the [Child List](#) page, click the  icon in the **Detail** column for a specific child record. The [Child Detail](#) page displays.



Child Detail
Child Name: Becky, Child - 100010062
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Eligibility Team Meetings IFSP Notes

Child Detail Enrollment Family Members Health Plans Social History EI Status

Child ID: 100010062
Previous ID:
Last Name: * Becky MI
AKA Name:
Date of Birth: * 04/01/2005 Chronological Age: 1 Month(s) / 20 Day(s)
Child Status: Active
MO State ID:
First Name: * Child
Gender: * Female
Adjusted Age:

Parental Consent Obtained for Eval/Assessment: Yes Date: 05/11/2005

Race: * White (Not Hispanic)
Ethnicity:
Language: English
Interpreter Needed?: No

Early Intervention Status
Referral Date: 05/11/2005 Eligibility Determination Date: 05/11/2005 45-Day Timer: 8 Day(s)
IFSP Date: 05/19/2005 Annual Review Due: 6 Month Review Due

Service Coordinator:
Intake Coordinator: Intake Coordinator1, Spoe 1000
Phone:
Phone: 999-999-8888

Primary Contact
Name: Becky, Mother
Phone: 816-456-7891
Relationship: Mother
Email:

Medicaid
Medicaid Eligible: Undetermined
MC+ Eligible: Undetermined

Service Coordination Transfer History Reset Back Save

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2. Click the **Team Meetings** tab. The [Meeting History](#) page displays.

Meeting History - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Search Favorites Media

Meeting History
Child Name: Becky, Child - 100010062
SPOE1000 Admin IFSP Date: 05/15/2005

Home Child Care Management User Options Help Logout Site Map

Child Health Domains Eligibility **Team Meetings** IFSP Notes

Meeting History Meeting Planner Meeting Activities Team Members

Meeting List

Select	Meeting Type	IFSP Period	Meeting Date	Status
<input type="radio"/>	Initial		05/19/2005	Ongoing
<input type="radio"/>	Interim	05/15/2005 - 05/30/2005	05/15/2005	Finalized

1 2 records

Reset List Add Meeting Back

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3. In the **Meeting List** table, click the radio button in the **Select** column to select the meeting to update.

Note: If no team meetings currently exist for a child, the [Team Meeting Planner](#) page displays when the **Team Meetings** tab is clicked. The [Meeting History](#) page can only be displayed after the first team meeting is scheduled.

4. Click the **Team Members** tab. The [IFSP Team Member List](#) page displays.

IFSP Team Member List - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail

IFSP Team Member
Child Name: Becky, Child - 100010062
SPOE1000 Admin
IFSP Date: 05/19/2005

Home Child Care Management User Options Help Logout Site Map

Child Health Domains Eligibility **Team Meetings** IFSP Notes

Meeting History Meeting Planner Meeting Activities **Team Members**

Search Filter
☒ Show Active Only

Team Member List

Detail	Member/Agency Name	Role	Specialty	Phone	Start Date	End Date
	Coord2, Service / Service Coord 2	Evaluator	Service Coordinator	999-999-8888	05/15/2005	
	Intake Coordinator1, Spoe 1000 / Admin 1000	Intake Service Coordinator	Intake Coordinator	999-999-8888	05/11/2005	05/31/2005

1 2 records

[Add Team Member](#)

[Back](#)

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5. Click **Add Team Member**. The [IFSP Team Member](#) page displays.

IFSP Team Member - Microsoft Internet Explorer provided by Covansys

☐ Enrolled EI Provider ☒ Other

Member Detail

Last Name * First Name *

Agency Specialty

Address * IFSP Team Primary Role

City Other Role Description

State/Zip Phone * Start Date * End Date

[Reset](#) [Close](#) [Add Team Member](#)


6. Select the **Enrolled E.I. Provider** radio button to define an enrolled E.I. provider as an IFSP team member. The page refreshes to display additional information based on your selection.

7. Complete the following information under **Search Filter** to filter the list of enrolled **E.I.** providers and to perform a search:
 - In **Specialty**, select the specialty on which to search.
 - In **Last Name**, enter the full or partial last name on which to search. A minimum of 2 characters must be entered to search for a last name.
 - In **First Name**, enter the full or partial first name on which to search. This field can be left blank.
8. Click **Search** to filter the list of enrolled E.I. providers displayed in the **E.I. Provider List** table based on the search criteria specified.
9. Click the link in the **Select** column to define one or more enrolled E.I. providers as IFSP team members. The selected provider's information is displayed in the fields under **Member Detail**.
10. In **IFSP Team Primary Role**, select the new team member's primary role on the IFSP team.
11. If **Other** is selected in the **IFSP Team Primary Role** drop-down list, enter an **Other Role Description** as necessary.


12. In **Start Date**, enter the date on which the new team member's participation begins on the IFSP team. The date entered must be greater than or equal to the parental consent date.
13. In **End Date**, enter the date on which the new team member's participation ends on the IFSP team. The date entered must be greater than the **Start Date** and less than today's date.
14. Click **Add Team Member** to save the new team member. When clicked, the **Team Members Detail** page is refreshed and cleared to allow the quick entry of another team member.
15. Once all of the team members have been added, click **Close**.

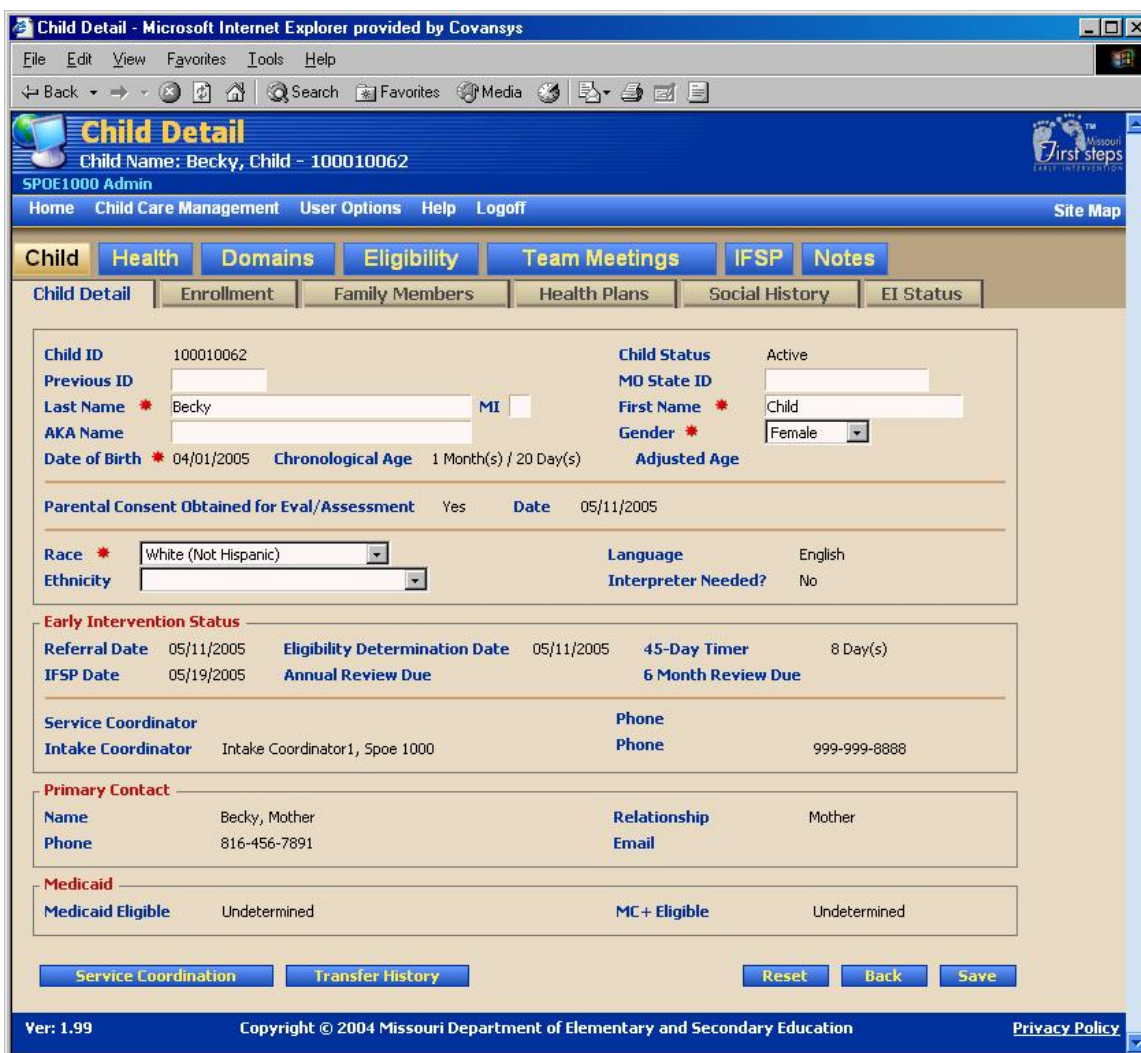
Define an Other IFSP Team Member

Use this exercise to define any other team member, including a parent, guardian, etc., as an IFSP team member.

 **Note:** To add a team meeting member, the member must first be assigned as an active IFSP team member on a child's record before the member can be added to the **Team Meeting Member List** table on the [Team Meeting Planner](#) page.

Complete the following steps to finish this exercise:

1. On the [Child List](#) page, click the  icon in the **Detail** column for a specific child record. The [Child Detail](#) page displays.



Child Detail
Child Name: Becky, Child - 100010062
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Eligibility **Team Meetings** IFSP Notes

Child Detail Enrollment Family Members Health Plans Social History EI Status

Child ID: 100010062 Child Status: Active
Previous ID: MO State ID:
Last Name: * Becky MI: First Name: * Child
AKA Name: Gender: * Female
Date of Birth: * 04/01/2005 Chronological Age: 1 Month(s) / 20 Day(s) Adjusted Age:
Parental Consent Obtained for Eval/Assessment: Yes Date: 05/11/2005
Race: * White (Not Hispanic) Language: English
Ethnicity: Interpreter Needed?: No

Early Intervention Status
Referral Date: 05/11/2005 Eligibility Determination Date: 05/11/2005 45-Day Timer: 8 Day(s)
IFSP Date: 05/19/2005 Annual Review Due: 6 Month Review Due

Service Coordinator: Phone:
Intake Coordinator: Intake Coordinator1, Spoe 1000 Phone: 999-999-8888

Primary Contact
Name: Becky, Mother Relationship: Mother
Phone: 816-456-7891 Email:

Medicaid
Medicaid Eligible: Undetermined MC+ Eligible: Undetermined

Service Coordination Transfer History Reset Back Save

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2. Click the **Team Meetings** tab. The [Meeting History](#) page displays.

Meeting History - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail

Meeting History
Child Name: Becky, Child - 100010062
SPOE1000 Admin IFSP Date: 05/15/2005

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Eligibility **Team Meetings** IFSP Notes

Meeting History Meeting Planner Meeting Activities Team Members

Meeting List

Select	Meeting Type	IFSP Period	Meeting Date	Status
<input type="radio"/>	Initial		05/19/2005	Ongoing
<input type="radio"/>	Interim	05/15/2005 - 05/30/2005	05/15/2005	Finalized

1 2 records

Reset List Add Meeting Back

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Note: If no team meetings currently exist for a child, the [Team Meeting Planner](#) page displays when the **Team Meetings** tab is clicked. The [Meeting History](#) page can only be displayed after the first team meeting is scheduled.

3. In the **Meeting List** table, click the radio button in the **Select** column to select the meeting to update.
4. Click the **Team Members** tab. The [IFSP Team Member List](#) page displays.

IFSP Team Member List - Microsoft Internet Explorer provided by Covansys

Child Name: Becky, Child - 100010062 IFSP Date: 05/19/2005

SPOE1000 Admin

Home Child Care Management User Options Help Logout Site Map

Child Health Domains Eligibility **Team Meetings** IFSP Notes

Meeting History Meeting Planner Meeting Activities **Team Members**

Search Filter

☒ Show Active Only

Team Member List

Detail	Member/Agency Name	Role	Specialty	Phone	Start Date	End Date
1	Coord2, Service / Service Coord 2	Evaluator	Service Coordinator	999-999-8888	05/15/2005	
2	Intake Coordinator1, Spoe 1000 / Admin	Intake Service Coordinator	Intake Coordinator	999-999-8888	05/11/2005	05/31/2005

2 records

Add Team Member

Back

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5. Click **Add Team Member**. The [IFSP Team Member](#) page displays.

IFSP Team Member - Microsoft Internet Explorer provided by Covansys

☐ Enrolled EI Provider ☒ Other

Member Detail

Last Name * First Name *

Agency Specialty

Address * IFSP Team Primary Role

City Other Role Description

State/Zip Phone *

Start Date * End Date

Reset Close Add Team Member

6. Select the **Other** radio button to define an "other" IFSP team member.
7. In **Last Name**, enter the new team member's last name. You can enter up to 40 characters in this text box.

8. In **First Name**, enter the new team member's first name. You can enter up to 25 characters in this text box.
9. In **Agency**, enter the name of the payee on the provider's account.
10. In **Address**, enter the new team member's street address information in 50 characters or less.
11. In **ZIP**, enter the zip code in which the new team member is located.


 **Tip:** Once a **ZIP** code is entered, the **City** and **State** are automatically displayed as read-only information.

12. In **Specialty**, enter the new team member's specialty.
13. In **IFSP Team Primary Role**, select the new team member's primary role on the IFSP team.
14. If **Other** is selected in the **IFSP Team Primary Role** drop-down list, enter an **Other Role Description** as necessary.
15. In **Phone**, enter the new team member's telephone number in 25 characters or less. You can enter an extension after the phone number as necessary.
16. In **Start Date**, enter the date on which the new team member's participation begins on the IFSP team. The date entered must be greater than or equal to the parental consent date.
17. In **End Date**, enter the date on which the new team member's participation ends on the IFSP team. The date entered must be greater than the **Start Date** and less than today's date.
18. Click **Add Team Member** to save the new team member. When clicked, the **Team Members Detail** page is refreshed and cleared to allow the quick entry of another team member.
19. Once all of the team members have been added, click **Close**.

Schedule an IFSP Team Meeting

Use this exercise to schedule an IFSP team meeting.

Complete the following steps to finish this exercise:

1. On the [Child List](#) page, click the  icon in the **Detail** column for a specific child record. The [Child Detail](#) page displays.

Child Detail
Child Name: Becky, Child - 100010062
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Eligibility **Team Meetings** IFSP Notes

Child Detail Enrollment Family Members Health Plans Social History EI Status

Child ID: 100010062
Previous ID:
Last Name: * Becky MI:
AKA Name:
Date of Birth: * 04/01/2005 Chronological Age: 1 Month(s) / 20 Day(s) Adjusted Age:
Child Status: Active
MO State ID:
First Name: * Child
Gender: * Female
Parental Consent Obtained for Eval/Assessment: Yes Date: 05/11/2005
Race: * White (Not Hispanic) Language: English
Ethnicity: Interpreter Needed?: No

Early Intervention Status
Referral Date: 05/11/2005 Eligibility Determination Date: 05/11/2005 45-Day Timer: 8 Day(s)
IFSP Date: 05/19/2005 Annual Review Due: 6 Month Review Due

Service Coordinator: Intake Coordinator1, Spoe 1000 Phone: 999-999-8888
Intake Coordinator: Intake Coordinator1, Spoe 1000 Phone: 999-999-8888

Primary Contact
Name: Becky, Mother Relationship: Mother
Phone: 816-456-7891 Email:

Medicaid
Medicaid Eligible: Undetermined MC + Eligible: Undetermined

Service Coordination Transfer History Reset Back Save

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2. Click the **Team Meetings** tab. The [Meeting History](#) page displays.

Meeting History - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Search Favorites Media

Meeting History

Child Name: Becky, Child - 100010062 IFSP Date: 05/15/2005

SPOE1000 Admin

Home Child Care Management User Options Help Logout Site Map

Child Health Domains Eligibility **Team Meetings** IFSP Notes

Meeting History Meeting Planner Meeting Activities Team Members

Meeting List

Select	Meeting Type	IFSP Period	Meeting Date	Status
<input type="radio"/>	Initial		05/19/2005	Ongoing
<input type="radio"/>	Interim	05/15/2005 - 05/30/2005	05/15/2005	Finalized

1 2 records

Reset List Add Meeting

Back

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Note: If no team meetings currently exist for a child, the [Team Meeting Planner](#) page displays when the **Team Meetings** tab is clicked. The [Meeting History](#) page can only be displayed after the first team meeting is scheduled.

3. In the **Meeting List** table, click the radio button in the **Select** column to select the meeting to schedule.
4. Click the **Meeting Planner** tab. The [Team Meeting Planner](#) page displays.

IFSP Meeting Planner - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Team Meeting Planner
Child Name: Becky, Child - 100010062
SPOE1000 Admin
IFSP Date: 05/19/2005

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Eligibility **Team Meetings** IFSP Notes

Meeting History Meeting Planner Meeting Activities Team Members

Primary Meeting Type * Initial Meeting Status Ongoing

Secondary Meeting Type ☐ Transition ☐ Part B ☐ Compensatory

Meeting Date * 05/19/2005 Time * 04:30 PM hh:mm AM/PM Meeting Duration * 60 Minutes

Location Address Location Description

Meeting Agenda

Team Meeting Member List

Detail	Member Name	Role	Specialty	Phone	Notified
	Intake Coordinator1, Spoe 1000 / Admin 1000	Intake Service Coordinator	Intake Coordinator	999-999-8888	<input type="checkbox"/>
	Coord2, Service / Service Coord 2	Evaluator	Service Coordinator	999-999-8888	<input type="checkbox"/>

1 2 records


Add Team Meeting Member

Reset Back Save

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5. In **Primary Meeting Type**, select a type for the IFSP team meeting. If this meeting has already been scheduled, this information is read-only and cannot be changed.
6. **Meeting Status** displays the current status of the IFSP team meeting. This information is read-only and cannot be changed.
7. Click the **Transition** check box to indicate that the IFSP team meeting is a transition meeting as necessary.
8. Click the **Part B** check box to indicate that the IFSP team meeting is a Part B meeting as necessary.
9. Click the **Compensatory** check box to indicate that the IFSP team meeting is a compensatory meeting as necessary.
10. In **Meeting Date**, enter or select the date on which the IFSP team meeting will occur. You can click the icon to select a date from a calendar.
11. In **Time**, enter the time at which the IFSP team meeting will occur in HH:MM AM/PM format.
12. In **Meeting Duration**, enter the duration of the IFSP team meeting in minutes.

13. In **Location Address**, enter the address information for the location at which the IFSP team meeting will occur in 250 characters or less.
14. In **Location Description**, enter a brief description of the location at which the IFSP team meeting will occur in 250 characters or less.
15. In **Meeting Agenda**, enter a brief agenda for the IFSP team meeting in 500 characters or less.
16. In the **Team Meeting Member List**, a list of members from a previously finalized team meeting are displayed. You can remove a member by clicking the link in the **Remove** column, or you can add a new team member to the table by clicking **Add Team Meeting Member**.
17. If **Add Team Meeting Member** is clicked, the [Add Team Meeting Member](#) page displays. Complete the following to add a new team member to the **Team Meeting Member List** table:
 - Click the check box in the **Select** column to add one or more team members to the IFSP team meeting.
 - Click **Save** to add the selected team member(s) and return to the [Team Meeting Planner](#) page.
18. Click the check box in the **Notified** column to indicate that an invitation has already been sent to the team member for the IFSP team meeting as necessary.
19. Click **Save** to save the meeting information and place the meeting in tentative status.
20. Click **Schedule Meeting** to schedule the meeting.


 **Tip:** Once a meeting is scheduled, you can click **Reschedule Meeting** to reschedule the meeting. When **Reschedule Meeting** is clicked, the meeting information can be updated on the [Team Meeting Planner](#). You can also click **Cancel Meeting** to cancel the meeting as necessary. When **Cancel Meeting** is clicked, the [IFSP Cancel Meeting](#) page is displayed.

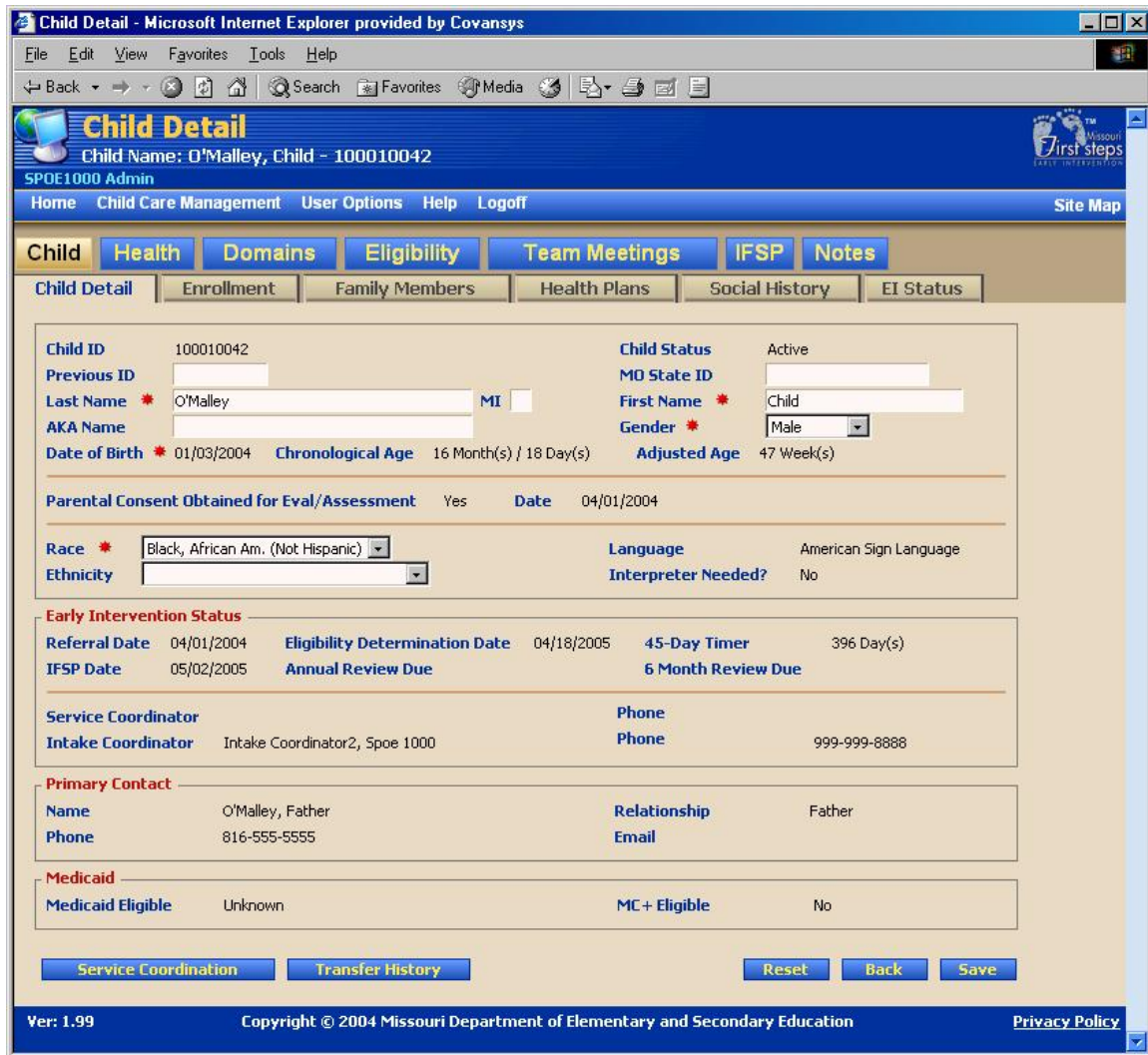
Team Meeting Activities

View Team Meeting Activities

Use this exercise to view team meeting activities for an IFSP team meeting.

Complete the following steps to finish this exercise:

1. On the [Child List](#) page, click the  icon in the **Detail** column for a specific child record. The [Child Detail](#) page displays.



Child Detail - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Child Detail
Child Name: O'Malley, Child - 100010042
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Eligibility **Team Meetings** IFSP Notes

Child Detail Enrollment Family Members Health Plans Social History EI Status

Child ID: 100010042
Previous ID:
Last Name: O'Malley MI
AKA Name:
Date of Birth: 01/03/2004 Chronological Age: 16 Month(s) / 18 Day(s) Adjusted Age: 47 Week(s)
Child Status: Active
MO State ID:
First Name: Child
Gender: Male
Parental Consent Obtained for Eval/Assessment: Yes Date: 04/01/2004
Race: Black, African Am. (Not Hispanic) Language: American Sign Language
Ethnicity: Interpreter Needed?: No

Early Intervention Status
Referral Date: 04/01/2004 Eligibility Determination Date: 04/18/2005 45-Day Timer: 396 Day(s)
IFSP Date: 05/02/2005 Annual Review Due: 6 Month Review Due
Service Coordinator: Intake Coordinator2, Spoe 1000 Phone: 999-999-8888
Intake Coordinator: Intake Coordinator2, Spoe 1000 Phone: 999-999-8888

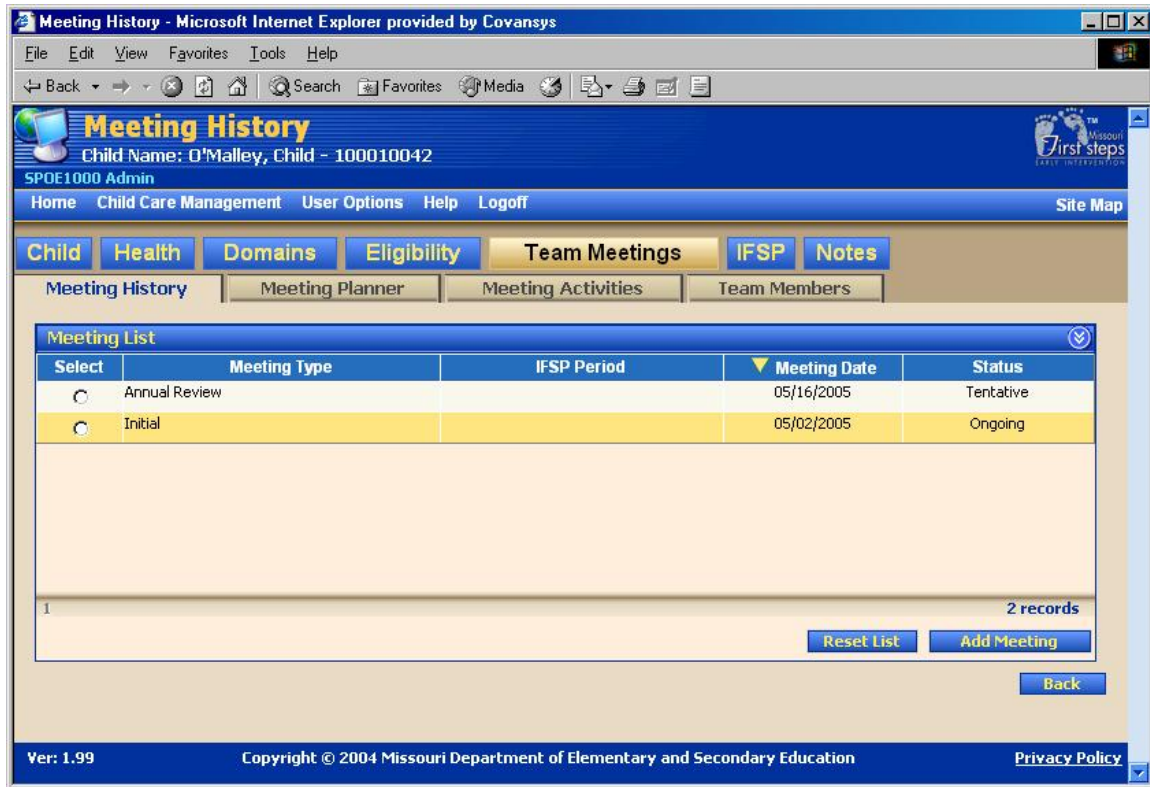
Primary Contact
Name: O'Malley, Father Relationship: Father
Phone: 816-555-5555 Email:

Medicaid
Medicaid Eligible: Unknown MC+ Eligible: No

Service Coordination Transfer History Reset Back Save

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2. Click the **Team Meetings** tab. The [Meeting History](#) page displays.



Note: If no team meetings currently exist for a child, the [Team Meeting Planner](#) page displays when the **Team Meetings** tab is clicked. The [Meeting History](#) page can only be displayed after the first team meeting is scheduled.

3. In the **Meeting List** table, click the radio button in the **Select** column to select the meeting to update.
4. Click the **Meeting Activities** tab. The [IFSP Team Meeting Activities](#) page displays.



5. Click on the available links to view team meeting activity information.

Note: In the image above, all of the links are not available because the meeting is currently in Scheduled status. If the meeting status is Ongoing or Finalized, all links on this page are enabled. If the meeting status is Rescheduled, Canceled or Tentative (or a meeting was not selected) then this page is not accessible and an error message is displayed on the [Meeting History](#) page.

Clicking a link on this page displays a new activity page in a window. When an activity is completed, the window is closed and you are returned to this page. Each completed activity on this page is indicated with a check mark.

For a lapsed IFSP, only the following links are available on this page:

- IFSP Authorizations
- Meeting Notes
- Next Meeting
- Delivered Service(s) (Optional)
- Finalize Meeting

Add a Meeting Attendance Activity

Use this exercise to add an Attendance meeting activity for an IFSP team meeting.

Complete the following steps to finish this exercise:

1. On the [IFSP Team Meeting Activities](#) page, click the **Attendance** link. The [IFSP Meeting Attendance](#) page displays.

Detail	Member/Agency Name	Meeting Role	Specialty	Phone	Method of Participation
	Assistive Technology, Provider / EI Agency		Speech Pathologist	999-999-8888	
	Service Coordinator, Provider / EI Agency		Service Coordinator	999-999-8888	

2 records

Activities

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2. Click the icon in the **Detail** column for a specific team member. The [Meeting Attendance Detail](#) page displays.

Member Detail

Last Name: Service Coordinator

Agency: EI Agency

Team Meeting Role:

Method of Participation:

Length of Participation in Meeting: 0 Minutes

First Name: Provider

Specialty: Service Coordinator

Other Role Description:


Substitute's Name:

Phone: 999-999-8888


Reset Close Save

3. Select the member's **Team Meeting Role**.
4. Select the member's **Method of Participation**.

5. Enter the member's **Length of Participation in Meeting** in minutes. The number of minutes entered must be in 15-minute increments.
6. Enter the **Other Role Description**. This is required information when **Other** is selected in the **Team Meeting Role** drop-down list.
7. Enter the **Substitute's Name**. This is required information when **By Substitute** is selected in **Method of Participation** drop-down list.
8. Click **Save**.
9. Repeat steps 2-8 of this exercise for each additional team member listed in the **Meeting Attendance List** table.

 **Note:** Recording of attendance for the first team meeting member updates the meeting status from Scheduled to Ongoing if the date of the meeting is today or a day in the past.

10. Once all of the team members listed have been updated, click **Activities** to return to the [IFSP Team Meeting Activities](#) page.

 **Tip:** Once you return to the [IFSP Team Meeting Activities](#) page, a check mark is displayed next to the **Attendance** link to indicate that this activity has been completed. The other activity links on the page become available once the **Attendance** activity has been completed.

Add an IFSP Specifications Activity

Use this exercise to add an IFSP Specifications meeting activity for an IFSP team meeting.


Complete the following steps to finish this exercise:


1. On the [IFSP Team Meeting Activities](#) page, click the **IFSP Specifications** link. The [IFSP Specifications](#) page displays.

The screenshot shows a web browser window titled "IFSP Specifications - Microsoft Internet Explorer provided by Covansys". The browser's address bar shows the URL "http://www.missouri.gov/firststeps/ifsp/ifsp_specifications.asp". The page has a blue header with the "IFSP Specifications" title and a logo for "Missouri First Steps EARLY INTERVENTION". Below the header, the page displays the "Child Name: O'Malley, Child - 100010042" and the "IFSP Date: 05/02/2005". A navigation bar includes links for "Home", "Child Care Management", "Help", and "Logoff", along with a "Site Map" link. The main content area is titled "Service Coordinator For IFSP" and contains several fields: "IFSP Type" (a dropdown menu), "IFSP Period" (a date field showing "05/02/2005 To"), "Primary Setting for IFSP" (a dropdown menu), and "Other Setting Description" (a text input field). Below these fields are three buttons: "Reset", "Activities", and "Save". The footer of the page includes the version "Ver: 1.92", the copyright "Copyright © 2004 Missouri Department of Elementary and Secondary Education", and a "Privacy Policy" link.

2. Select the **IFSP Type**.

Tip: The **IFSP Type** selected changes the behavior of this page. When **Compensatory**, **Interim**, or **Lapsed IFSP** is selected, the **To** date becomes enabled and required. When **Part B** is selected, the **Part B Eligibility is Confirmed** check box becomes displayed and enabled.

3. Enter the **To** date for the IFSP. This field is only enabled when **Compensatory**, **Interim**, or **Lapsed IFSP** is selected in the **IFSP Type** drop-down list. When displayed, the date is required. You can click the  icon to select a date from a calendar.
4. Select the **Primary Setting for IFSP**.
5. Enter the **Other Setting Description**. This is required information when **Other** is selected in the **Primary Setting for IFSP** drop-down list.
6. Click **Save** to return to the [IFSP Team Meeting Activities](#) page

 **Tip:** Once you return to the [IFSP Team Meeting Activities](#) page, a check mark is displayed next to the **IFSP Specification** link to indicate that this activity has been completed.


Add a Review Family Assessment Activity


Use this exercise to add a Review Family Assessment meeting activity for an IFSP team meeting.



Complete the following steps to finish this exercise:

1. On the [IFSP Team Meeting Activities](#) page, click the **Review Family Assessment** link. The [Family Assessment](#) page displays.

2. Click the **Yes** or **No** radio button in **Family Consented to Assessment**.

 **Note:** If the **No** radio button is selected, only the **Consent Date** can be entered. All other information on the page becomes read-only and cannot be changed until the **Yes** radio button is selected. Before the meeting finalized, **No** can be changed to **Yes**. However, **Yes** can be withdrawn before the meeting is finalized, but not be changed to **No**. If the **No** radio button is selected, enter or select the **Consent Date** and click **Save** to complete this activity.

3. Enter or select the **Consent Date**. You can click the  icon to select a date from a calendar. This is required information if the **Yes** radio button is selected in **Family Consented to Assessment**. A new date is not required for future IFSP meetings after the Initial IFSP meeting is finalized.
4. In **IFSP Family Assessment/Concerns**, enter any concerns expressed by the family during the assessment.
5. In **Family's Priorities**, enter the priorities outlined for the family during the assessment.
6. In **Strengths and Resources**, enter any strengths and resources outlined during the assessment.
7. Under **I would like to share the following concerns for myself, other family members or my child**, select one or more of the available check boxes as necessary.
8. Under **I have questions about or want help for my child in the following areas**, select one or more of the available check boxes as necessary.
9. Click **Save**.


 **Note:** When the **Yes** radio button is selected and the record is saved, the **Consent Withdrawn Date** field is displayed. This field allows you to enter or select the date on which the family withdrew the approval for assessment. You can click the  icon to select a date from a calendar. When the **Consent Withdrawn Date** is entered, family assessment/routines pages are displayed in read-only mode. The date entered must be equal to or greater than the **Consent Date**.

10. Click **Activities** to return to the [IFSP Team Meeting Activities](#) page.

 **Tip:** Once you return to the [IFSP Team Meeting Activities](#) page, a check mark is displayed next to the **Review Family Assessment** link to indicate that this activity has been completed.

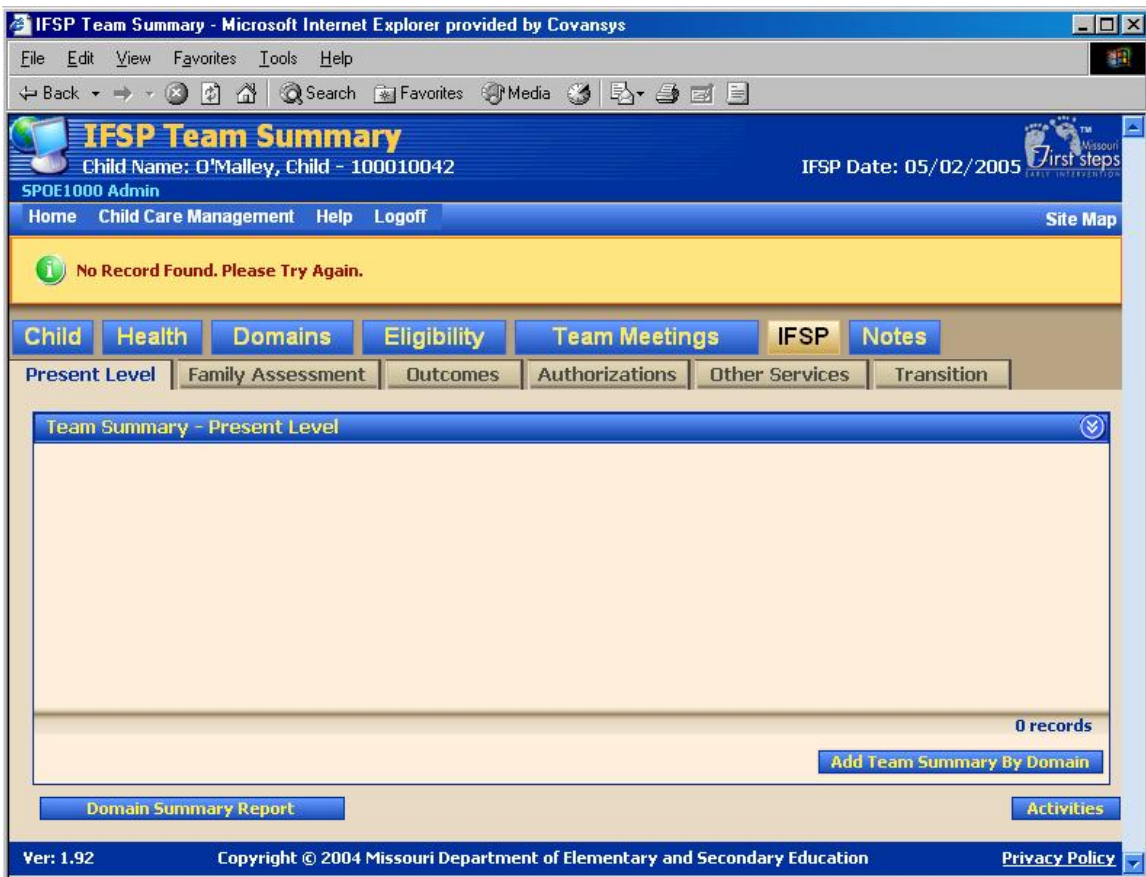
Add a Team Summary of Present Level Activity

Use this exercise to add a Team Summary of Present Level meeting activity for an IFSP team meeting.

 **Note:** A team summary must exist for each domain for all meetings to pass the meeting finalization edits.

Complete the following steps to finish this exercise:

1. On the [IFSP Team Meeting Activities](#) page, click **Team Summary of Present Level** to display the [IFSP Team Summary](#) page.



2. Click **Add Team Summary by Domain**. The [Add Team Summary by Domain](#) page displays.

3. In **Domain**, select the type of domain to summarize.
4. In **Strengths**, enter any strengths for the domain in 250 characters or less.
5. In **Concerns**, enter any concerns about the domain in 250 characters or less.
6. Click **Save**. The [Add Team Summary by Domain](#) page refreshes and indicates that the data was successfully saved.
7. Repeat steps 3-6 above to summarize additional domains.
8. Once you have completed the summary, click **Close**. The [IFSP Team Summary](#) page refreshed to display the summary information you entered.
9. Click **Activities** to return to the [IFSP Team Meeting Activities](#) page.

 **Tip:** Once you return to the [IFSP Team Meeting Activities](#) page, a check mark is displayed next to the **Team Summary of Present Level** link to indicate that this activity has been completed.

Add a Create New Outcome Activity

Use this exercise to add a Create New Outcome meeting activity for an IFSP team meeting.

Complete the following steps to finish this exercise:

1. On the [IFSP Team Meeting Activities](#) page, click **Create New Outcome**. The [IFSP Outcomes](#) page displays.

The screenshot shows a web browser window titled "Create Outcome - Microsoft Internet Explorer provided by Covansys". The browser's address bar shows the URL "http://www.missouri.gov/ifsp/ifsp_outcomes.asp". The page has a blue header with the "IFSP Outcomes" logo and the text "Child Name: O'Malley, Child - 100010042" and "IFSP Date: 05/02/2005". Below the header is a navigation bar with tabs for "Home", "Child Care Management", "Help", and "Logoff". A "Site Map" link is also present. The main content area has a series of tabs: "Child", "Health", "Domains", "Eligibility", "Team Meetings", "IFSP", and "Notes". Under the "IFSP" tab, there are sub-tabs: "Present Level", "Family Assessment", "Outcomes", "Authorizations", "Other Services", and "Transition". The "Outcomes" sub-tab is selected. The form contains several sections: "Outcome # New" with a dropdown menu; "Outcome Statement - What we would like to see happen within the next year" with a large text area; "Criteria - What needs to be accomplished for the Outcome to be fully met?" with a large text area; "Procedure - How does the team plan on measuring the progress towards the outcome?" with a large text area; and "Timeline - When the Outcome will be measured for progress?" with a dropdown menu. Below these sections is a "Steps To Achieve Outcome" section with a large text area and a "0 records" indicator. At the bottom of the form are buttons for "Add Strategy & Activity", "Reset", "Activities", and "Save". The footer of the page includes "Ver: 1.92", "Copyright © 2004 Missouri Department of Elementary and Secondary Education", and a "Privacy Policy" link.

2. In **Outcome Statement**, enter the overall goal for this outcome.
3. In **Criteria**, enter specifically what needs to occur to achieve this outcome.
4. In **Procedure**, enter the procedures that will be implemented to measure the progress achieved towards this outcome.

5. In **Timeline**, select how frequently the outcome will be measured for progress.
6. Click **Add Strategy and Activity**. The [Add Strategy & Activity](#) page displays.

7. In **Strategy**, enter the description of the strategy.
8. In **Activity**, enter the description of the activity.
9. Click **Save**.
10. Repeat steps 7-9 above to summarize additional strategies and activities.
11. Once you have finished additional strategies and activities, click **Close**.
The [IFSP Outcomes](#) page refreshes to display the summary information you entered.
12. Click **Save** to return to the [IFSP Team Meeting Activities](#) page.

Tip: Once you return to the [IFSP Team Meeting Activities](#) page, a check mark is displayed next to the **Create New Outcome** link to indicate that this activity has been completed.

Review Existing Outcomes for an IFSP Team Meeting

Use this exercise to review existing outcomes that have been created for an IFSP team meeting.

Complete the following steps to finish this exercise:

1. On the [IFSP Team Meeting Activities](#) page, click **Review Existing Outcomes**. The [IFSP Review Outcome](#) page displays.

IFSP Review Outcome Detail - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print

IFSP Review Outcome

Child Name: Cindy, Cindycindy - 100010016 IFSP Date: 06/01/2005

SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Eligibility Team Meetings IFSP Notes

Present Level Family Assessment Outcomes Authorizations Other Services Transition

Active Outcomes For Review

Select	Outcome #	Outcome Statement	Progress Notes
<input type="radio"/>	1	Cindycindy develops physically like a normal girl.	

1 records

Team Evaluation * Modification to Outcome ☐ Yes ☐ No

Outcome Status * Outcome End Date

Progress Summary *

Outcome List Modify Outcome Create Outcome Reset Activities Save

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Tip: You can click the link in the **Progress Notes** column to view any Provider Progress Notes that have been created by the provider.

2. Click the radio button in the **Select** column to select the outcome to review. The [IFSP Review Outcome](#) page refreshes to show your selection.

IFSP Review Outcome Detail - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media

IFSP Review Outcome

Child Name: Cindy, Cindycindy - 100010016 IFSP Date: 06/01/2005

SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Eligibility **Team Meetings** IFSP Notes

Present Level Family Assessment Outcomes Authorizations Other Services Transition

Active Outcomes For Review

Select	Outcome #	Outcome Statement	Progress Notes
<input checked="" type="radio"/>	1	Cindycindy develops physically like a normal girl.	

1 records

Team Evaluation * Modification to Outcome End Date ☐ Yes ☐ No

Outcome Status *

Progress Summary *

Outcome List Review History Modify Outcome Create Outcome Reset Activities Save

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Tip: When an outcome that has been previously reviewed is selected in the **Active Outcomes for Review** table, the **Review History** button becomes available. You can click the **Review History** button to display the review history for the outcome.

3. Click the **Review History** button.

Outcome Review History - Microsoft Internet Explorer provided by Covansys


Review History

Outcome #	Review Date	Team Evaluation	Modified	Outcome Status	Progress Summary
1	05/27/2005	Outcome Still Needed, Situation unchanged.	No	Continued As Written	stuff
1	05/24/2005	Outcome Still Needed, Situation unchanged.	No	Continued As Written	It's only been 2-3 weeks, so not much has changed.

2 records

Close

4. View the following information in the **Review History** table on this page:
 - **Outcome #** displays the ID number assigned to the outcome.
 - **Review Date** displays the date on which the outcome was reviewed.
 - **Team Evaluation** displays a brief description of the team's evaluation.
 - **Modified** indicates whether the outcome was modified.
 - **Outcome Status** displays the status of the outcome.
 - **Progress Summary** displays a brief description of the outcome's progress summary.
5. Click **Close** to return to the [IFSP Review Outcome](#) page.
6. Select the **Team Evaluation**. For this exercise, select the **Outcome Partially Obtained** option.
7. Select the **Outcome Status**. For this exercise, select the **Continued as Written** option.
8. Enter the **Progress Summary** in 250 characters or less.
9. Select the **Yes** or **No** radio button in **Modification to Outcome** to indicate whether a modification was made to the outcome. For this exercise, select the **No** radio button.

 **Tip:** When **Continued as Written** is selected as the **Outcome Status**, the **No** radio button must be selected. When **Continued with changes** is selected as the **Outcome Status**, the **Yes** radio button must be selected. When **Discontinued** is selected as the **Outcome Status**, the **No** radio button must be selected.

10. Click **Save**. The [IFSP Review Outcome](#) page refreshes to show the changes you made.

Tip: Once all of the outcomes have been reviewed, modified, or discontinued, the **Active Outcomes for Review** table becomes blank on the [IFSP Review Outcome](#) page (displayed above). The **Active Outcomes for Review** table must be empty for the meeting final edits to pass when run.

11. Once you have finished reviewing outcomes, click **Activities** to return to the [IFSP Team Meeting Activities](#) page.

Delete an Existing Outcome for an IFSP Team Meeting

Use this exercise to delete existing outcomes that have been reviewed for an IFSP team meeting.

Complete the following steps to finish this exercise:

1. On the [IFSP Team Meeting Activities](#) page, click **Review Existing Outcomes**. The [IFSP Review Outcome](#) page displays.

IFSP Review Outcome Detail - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print

IFSP Review Outcome
Child Name: Cindy, Cindycindy - 100010016
IFSP Date: 06/01/2005
SP0E1000 Admin

Home Child Care Management User Options Help Logoff Site Map

No Record Found. Please Try Again.

Child Health Domains Eligibility Team Meetings **IFSP** Notes

Present Level Family Assessment Outcomes Authorizations Other Services Transition

Active Outcomes For Review

0 records

Team Evaluation *
Outcome Status *
Progress Summary *

Modification to Outcome ☐ Yes ☐ No
Outcome End Date

Outcome List Modify Outcome Create Outcome Reset Activities Save

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2. Click either the **Outcomes** tab or the **Outcome List** button. The [IFSP Outcomes](#) page displays.

IFSP Outcome - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media

IFSP Outcomes
 Child Name: Cindy, Cindycindy - 100010016
 SPOE1000 Admin
 IFSP Date: 06/01/2005

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Eligibility **Team Meetings** IFSP Notes

Present Level Family Assessment **Outcomes** Authorizations Other Services Transition

Search Filter
☒ Show Active Only

Outcome List

Detail	Outcome #	Outcome Statement	Start Date	End Date	Status
	3	More cool stuff.	06/01/2005		
	2	blah	05/27/2005		Continued With Changes
	1	Cindycindy develops physically like a normal girl.	05/05/2005		Continued As Written

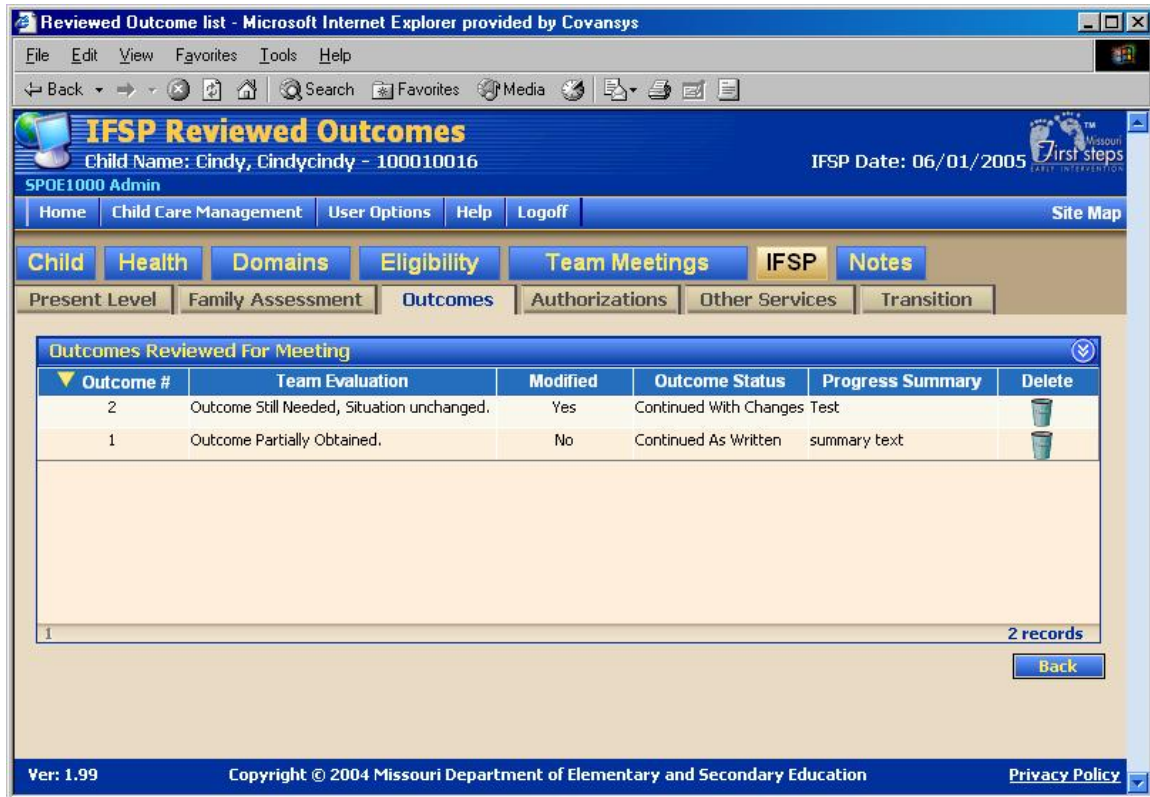
1 3 records

Outcomes Reviewed For Meeting Back

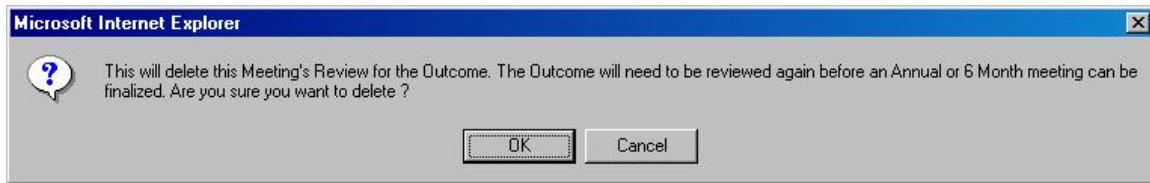
Ver: 1.99 Copyright © 2004 Missouri Department of Elementary and Secondary Education Privacy Policy

Tip: The [IFSP Outcomes](#) page displays a list of all existing outcomes for an IFSP. Under **Search Filter**, you can select the **Show Active Only** check box to display only currently active outcomes in the **Outcome List** table. When the check box is selected or cleared, the information displayed in the **Outcome List** table is refreshed.

3. Click **Outcomes Reviewed for Meeting**. The [IFSP Reviewed Outcomes](#) page displays.



- To delete a specific review, click the link in the **Delete** column of the **Outcomes Reviewed for Meeting** table. A confirmation message displays confirming your request.



- Click **OK** to delete the review. The [IFSP Reviewed Outcomes](#) page displays and refreshes to show the changes you made.

Reviewed Outcome list - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media

IFSP Reviewed Outcomes

Child Name: Cindy, Cindycindy - 100010016 IFSP Date: 06/01/2005

SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Eligibility **Team Meetings** IFSP Notes

Present Level Family Assessment Outcomes Authorizations Other Services Transition

Outcomes Reviewed For Meeting

Outcome #	Team Evaluation	Modified	Outcome Status	Progress Summary	Delete
2	Outcome Still Needed, Situation unchanged.	Yes	Continued With Changes Test		

1 records

Back

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Tip: Once a reviewed outcome is deleted for an IFSP team meeting, it is once again displayed on the [IFSP Review Outcome](#) page. The following steps will walk you through the steps necessary to see the deleted outcome.

6. Click the **Team Meetings** tab. The [Meeting History](#) page displays.

The screenshot shows the 'Meeting History' page in a Microsoft Internet Explorer browser. The page title is 'Meeting History - Microsoft Internet Explorer provided by Covansys'. The browser's address bar shows the URL. The page header includes the 'Meeting History' title, the child's name 'Cindy, Cindycindy - 100010016', and the IFSP Date '06/01/2005'. The user is logged in as 'SPOE1000 Admin'. The navigation menu includes 'Home', 'Child Care Management', 'User Options', 'Help', and 'Logoff'. The main menu has tabs for 'Child', 'Health', 'Domains', 'Eligibility', 'Team Meetings', 'IFSP', and 'Notes'. The 'Team Meetings' tab is selected, and the 'Meeting History' sub-tab is active. The 'Meeting List' table shows the following data:

Select	Meeting Type	IFSP Period	Meeting Date	Status
<input type="radio"/>	Inter-Periodic		06/24/2005	Rescheduled
<input checked="" type="radio"/>	Inter-Periodic		06/01/2005	Ongoing
<input type="radio"/>	6-Month Review		05/27/2005	Finalized
<input type="radio"/>	Inter-Periodic		05/24/2005	Finalized
<input type="radio"/>	Initial	05/05/2005 - 05/04/2005	05/05/2005	Finalized

Below the table, it indicates '5 records'. There are buttons for 'Reset List', 'Add Meeting', and 'Back'. The footer shows 'Ver: 1.99', 'Copyright © 2004 Missouri Department of Elementary and Secondary Education', and a 'Privacy Policy' link.

- Click the **Meeting Activities** tab. The [IFSP Team Meeting Activities](#) page displays.

The screenshot shows the 'IFSP Team Meeting Activities' page in a Microsoft Internet Explorer browser. The page title is 'IFSP Team Meeting Activities - Microsoft Internet Explorer provided by Covansys'. The browser's address bar shows the URL. The page header includes the 'IFSP Team Meeting Activities' title, the child's name 'Cindy, Cindycindy - 100010016', and the IFSP Date '06/01/2005'. The user is logged in as 'SPOE1000 Admin'. The navigation menu includes 'Home', 'Child Care Management', 'User Options', 'Help', and 'Logoff'. The main menu has tabs for 'Child', 'Health', 'Domains', 'Eligibility', 'Team Meetings', 'IFSP', and 'Notes'. The 'Team Meetings' tab is selected, and the 'Meeting Activities' sub-tab is active. The page displays a list of activities with checkboxes:

- ☒ Attendance
- ☐ IFSP Specifications
- ☒ Review Family Assessment
- ☒ Team Summary of Present Level
- ☒ Create New Outcome OR Review Existing Outcomes
- ☒ Parental Consent For IFSP Services
- ☐ IFSP Authorizations OR Other Services
- ☐ Meeting Notes
- ☒ Transition Information
- ☐ Team Communications
- ☐ Next Meeting
- ☐ Delivered Service(s) (Optional)
- ☐ Finalize Meeting

There is a 'Print IFSP Document' button and a 'Back' button. The footer shows 'Ver: 1.99', 'Copyright © 2004 Missouri Department of Elementary and Secondary Education', and a 'Privacy Policy' link.

8. Click the **Review Existing Outcomes** link. The [IFSP Review Outcome](#) page displays.

IFSP Review Outcome Detail - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print

IFSP Review Outcome
 Child Name: Cindy, Cindycindy - 100010016
 SPOE1000 Admin
 IFSP Date: 06/01/2005

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Eligibility Team Meetings **IFSP** Notes

Present Level Family Assessment **Outcomes** Authorizations Other Services Transition

Active Outcomes For Review

Select	Outcome #	Outcome Statement	Progress Notes
<input type="radio"/>	1	Cindycindy develops physically like a normal girl.	

1 records

Team Evaluation *
 Outcome Status *
 Progress Summary *

Modification to Outcome ☐ Yes ☐ No
 Outcome End Date


Outcome List Modify Outcome Create Outcome Reset Activities Save

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Tip: The outcome is again displayed in the **Active Outcomes for Review** table on the [IFSP Review Outcome](#) page (displayed above).

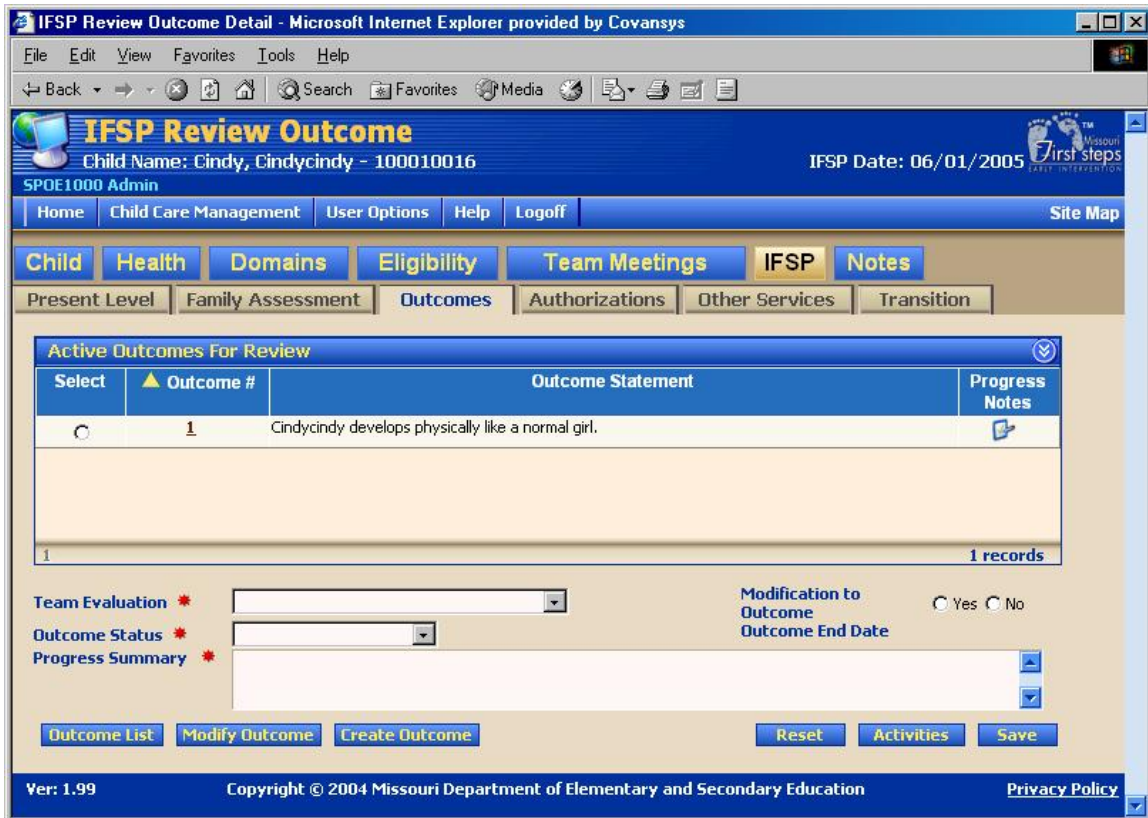
Modify an Existing Outcome for an IFSP Team Meeting

Use this exercise to modify an existing outcome for an IFSP team meeting.

 **Note:** This exercise begins on the [IFSP Review Outcome](#) page.

Complete the following steps to finish this exercise:

1. On the [IFSP Review Outcome](#) page, click the radio button in the **Select** column to select the outcome to modify.



IFSP Review Outcome Detail - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail


IFSP Review Outcome
Child Name: Cindy, Cindycindy - 100010016
IFSP Date: 06/01/2005
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Eligibility Team Meetings IFSP Notes

Present Level Family Assessment Outcomes Authorizations Other Services Transition

Active Outcomes For Review

Select	Outcome #	Outcome Statement	Progress Notes
<input type="radio"/>	1	Cindycindy develops physically like a normal girl.	

1 records

Team Evaluation *

Outcome Status *

Progress Summary *

Modification to Outcome ☐ Yes ☐ No
Outcome End Date

Outcome List Modify Outcome Create Outcome Reset Activities Save

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2. Select the **Team Evaluation**. For the purposes of this exercise, select the **Outcome Still Needed/Situation Unchanged** option.
3. Select the **Outcome Status**. For the purposes of this exercise, select the **Continued with Changes** option.
4. Enter the **Progress Summary** in 250 characters or less.
5. Select the **Yes** or **No** radio button in **Modification to Outcome** to indicate whether a modification was made to the outcome. For the purposes of this exercise, select the **Yes** radio button.

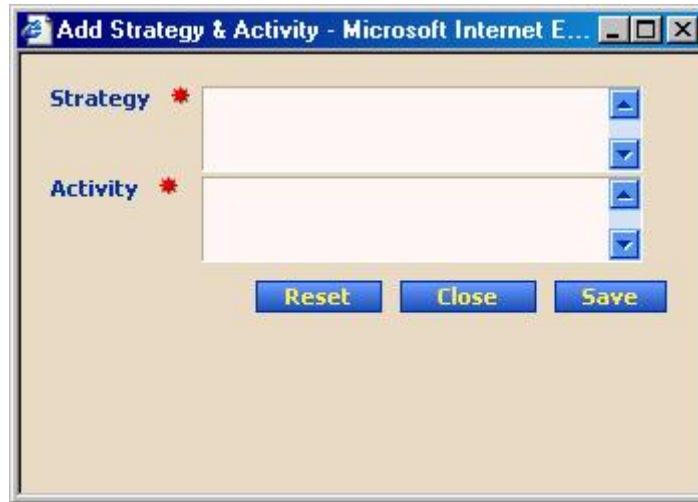
Tip: When **Continued as Written** is selected as the **Outcome Status**, the **No** radio button must be selected. When **Continued with changes** is selected as the **Outcome Status**, the **Yes** radio button must be selected. When **Discontinued** is selected as the **Outcome Status**, the **No** radio button must be selected.

6. Click **Modify Outcome**. The [IFSP Outcomes](#) page displays.

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7. In **Outcome Statement**, update the overall goal for this outcome.
8. In **Criteria**, update specifically what needs to occur to achieve this outcome.
9. In **Procedure**, update the procedures that will be implemented to measure the progress achieved towards this outcome.
10. In **Timeline**, update how frequently the outcome will be measured for progress.

11. In the **Steps to Achieve Outcome** table, view the strategies and activities that were added for this outcome. You can click the  button in the **Delete** column to remove any that no longer apply.
12. To add a new strategy and activity, click **Add Strategy and Activity** and complete the following information on the [Add Strategy & Activity](#) page:



The screenshot shows a web browser window titled "Add Strategy & Activity - Microsoft Internet E...". The page has a light beige background. On the left, there are two labels: "Strategy" and "Activity", each followed by a red asterisk. To the right of these labels are two large, empty text input fields. To the right of each input field are four small blue arrows (up, down, left, right) for text navigation. At the bottom of the form are three buttons: "Reset", "Close", and "Save".

- In **Strategy**, enter the description of the strategy.
- In **Activity**, enter the description of the activity.
- Click **Save**. Repeat these steps to summarize additional strategies and activities.
- Click **Close**. The [IFSP Outcomes](#) page refreshes to display the summary information you entered.

Create Outcome - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

IFSP Outcomes
 Child Name: Becky, Child - 100010062
 SPOE1000 Admin
 IFSP Date: 05/19/2005

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Eligibility Team Meetings IFSP Notes

Present Level Family Assessment Outcomes Authorizations Other Services Transition

Outcome # 2

Outcome Statement - What we would like to see happen within the next year

Updated Outcome

Criteria - What needs to be accomplished for the Outcome to be fully met?

Updated Outcome

Procedure - How does the team plan on measuring the progress towards the outcome?

Updated Outcome

Timeline - When the Outcome will be measured for progress?
 Weekly

Steps To Achieve Outcome

Strategies	Activities	Delete
updates	updates	
Updated Outcome	Updated Outcome	
Updated Outcome #3	Updated Outcome #3	

1 3 records

Add Strategy & Activity

Review History for Outcome Reset Activities Save

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13. Click **Save**. The [IFSP Review Outcome](#) page displays and refreshes to show the changes you made.

Tip: Once all of the outcomes have been reviewed, modified, or discontinued, the **Active Outcomes for Review** table becomes blank on the [IFSP Review Outcome](#) page (displayed above). The **Active Outcomes for Review** table must be empty for the meeting final edits to pass when run.

Discontinue an Existing Outcome for an IFSP Team Meeting

Use this exercise to discontinue an existing outcome for an IFSP team meeting.

Note: This exercise begins on the [IFSP Review Outcome](#) page.

Complete the following steps to finish this exercise:

1. On the [IFSP Review Outcome](#) page, click the radio button in the **Select** column to select the outcome to discontinue.

The screenshot shows the 'IFSP Review Outcome Detail' page in a Microsoft Internet Explorer browser. The page title is 'IFSP Review Outcome Detail - Microsoft Internet Explorer provided by Covansys'. The browser's address bar shows the URL. The page has a blue header with the 'IFSP Review Outcome' logo and the child's name 'Cindy, Cindycindy - 100010016'. The IFSP Date is '06/01/2005'. The user is logged in as 'SPOE1000 Admin'. The page has a navigation menu with tabs for 'Home', 'Child Care Management', 'User Options', 'Help', and 'Logoff'. Below this is a 'Site Map' link. The main content area has a tabbed interface with tabs for 'Child', 'Health', 'Domains', 'Eligibility', 'Team Meetings', 'IFSP', and 'Notes'. The 'IFSP' tab is selected, and within it, the 'Outcomes' sub-tab is active. The 'Active Outcomes For Review' section displays a table with columns: 'Select', 'Outcome #', 'Outcome Statement', and 'Progress Notes'. There is one row with 'Outcome # 1' and the statement 'Cindycindy develops physically like a normal girl.' The 'Select' column has a radio button. Below the table, there are fields for 'Team Evaluation', 'Outcome Status', and 'Progress Summary', each with a dropdown menu. To the right of these fields are radio buttons for 'Modification to Outcome' (Yes/No) and a date field for 'Outcome End Date'. At the bottom of the form are buttons for 'Outcome List', 'Modify Outcome', 'Create Outcome', 'Reset', 'Activities', and 'Save'. The footer of the page includes 'Ver: 1.99', 'Copyright © 2004 Missouri Department of Elementary and Secondary Education', and a 'Privacy Policy' link.

2. Select the **Team Evaluation**. For the purposes of this exercise, select the **Outcome Accomplished** option.
3. Select the **Outcome Status**. For the purposes of this exercise, select the **Discontinued** option. The page refreshed based on the selection you made.

Tip: When **Discontinued** is selected as the **Outcome Status**, page refreshes and displays the **Outcome End Date**. This information is read-only and cannot be changed.

4. Enter the **Progress Summary** in 250 characters or less.
5. Select the **Yes** or **No** radio button in **Modification to Outcome** to indicate whether a modification was made to the outcome. For the purposes of this exercise, select the **Yes** radio button.

Tip: When **Continued as Written** is selected as the **Outcome Status**, the **No** radio button must be selected. When **Continued with changes** is selected as the **Outcome Status**, the **Yes** radio button must be selected. When **Discontinued** is selected as the **Outcome Status**, the **No** radio button must be selected.

6. Click **Save**. The [IFSP Review Outcome](#) page displays and refreshes to show the changed you made.

Tip: Once all of the outcomes have been reviewed, modified, or discontinued, the **Active Outcomes for Review** table becomes blank on the [IFSP Review Outcome](#) page (displayed above). The **Active Outcomes for Review** table must be empty for the meeting final edits to pass when run.

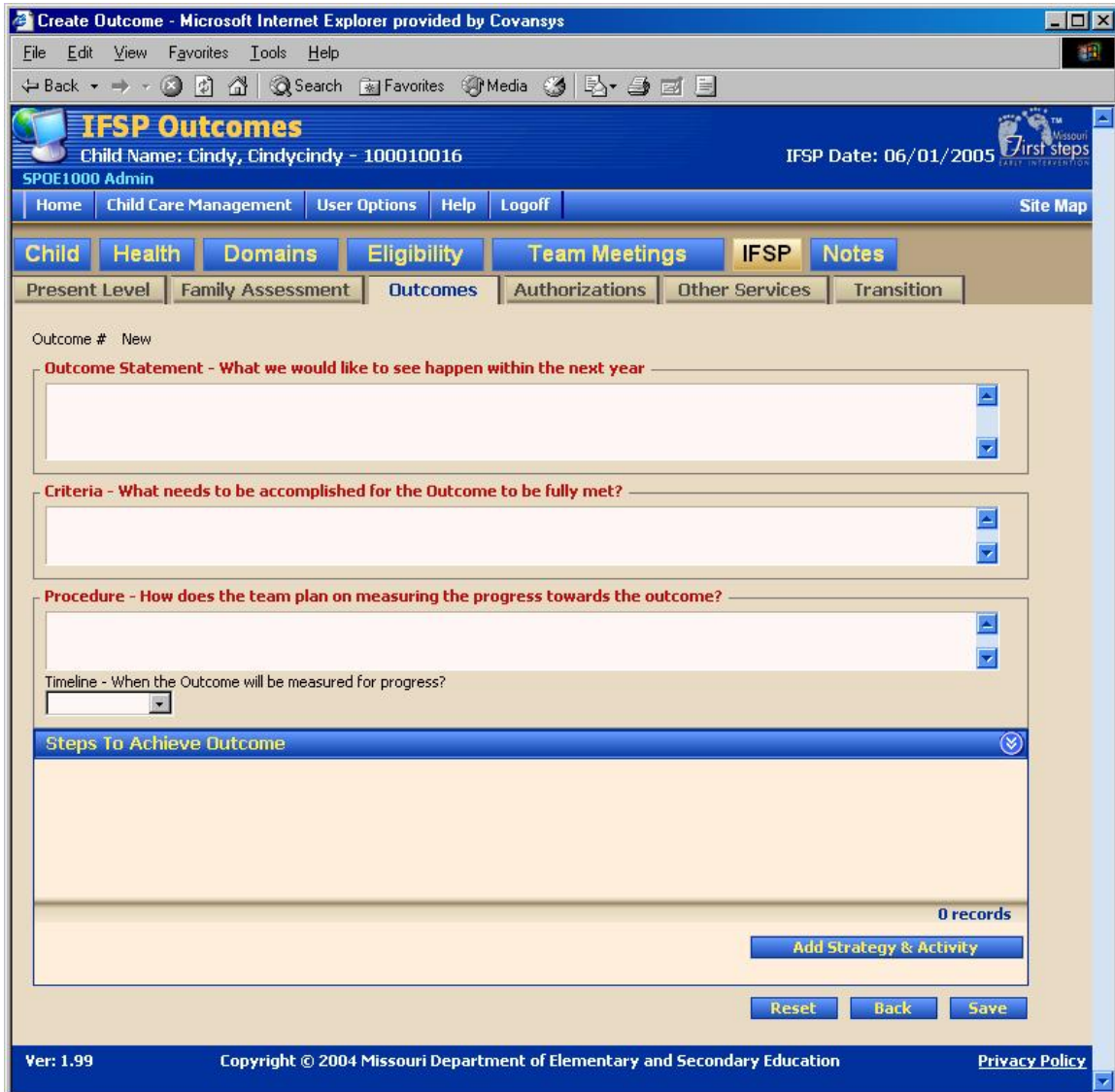
Create a New Outcome while Reviewing Outcomes

Use this exercise to create a new outcome while reviewing existing outcomes on the [IFSP Review Outcome](#) page.

 **Note:** This exercise begins on the [IFSP Review Outcome](#) page.

Complete the following steps to finish this exercise:

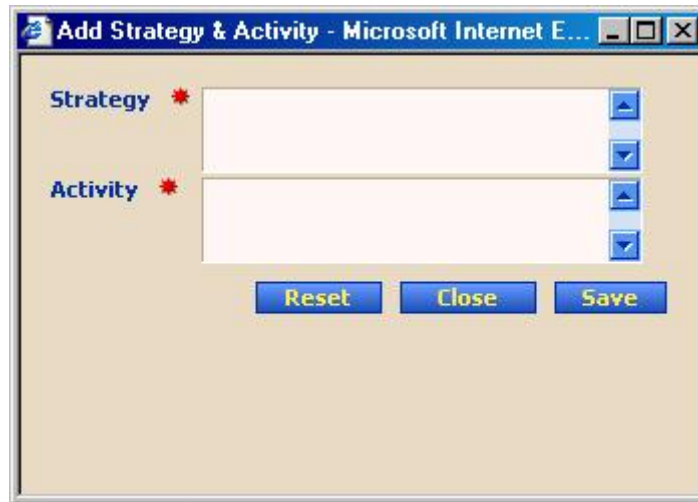
1. On the [IFSP Review Outcome](#) page, click **Create Outcome**. The [IFSP Outcomes](#) page displays.



The screenshot shows the 'Create Outcome' page in the IFSP Outcomes web application. The browser window title is 'Create Outcome - Microsoft Internet Explorer provided by Covansys'. The application header includes the 'IFSP Outcomes' logo, child information (Child Name: Cindy, Cindycindy - 100010016), and the IFSP Date (06/01/2005). The user is logged in as 'SPOE1000 Admin'. The navigation menu includes 'Home', 'Child Care Management', 'User Options', 'Help', and 'Logoff'. The main menu has tabs for 'Child', 'Health', 'Domains', 'Eligibility', 'Team Meetings', 'IFSP', and 'Notes'. The 'IFSP' tab is selected, and the 'Outcomes' sub-tab is active. The form contains several sections: 'Outcome # New', 'Outcome Statement - What we would like to see happen within the next year', 'Criteria - What needs to be accomplished for the Outcome to be fully met?', 'Procedure - How does the team plan on measuring the progress towards the outcome?', and 'Timeline - When the Outcome will be measured for progress?'. There is a 'Steps To Achieve Outcome' section with a table that currently shows '0 records' and an 'Add Strategy & Activity' button. At the bottom, there are 'Reset', 'Back', and 'Save' buttons. The footer includes 'Ver: 1.99', 'Copyright © 2004 Missouri Department of Elementary and Secondary Education', and a 'Privacy Policy' link.

2. In **Outcome Statement**, enter the overall goal for this outcome.
3. In **Criteria**, enter specifically what needs to occur to achieve this outcome.

4. In **Procedure**, enter the procedures that will be implemented to measure the progress achieved towards this outcome.
5. In **Timeline**, select how frequently the outcome will be measured for progress.
6. Click **Add Strategy and Activity**. The [Add Strategy & Activity](#) page displays.



The screenshot shows a web browser window titled "Add Strategy & Activity - Microsoft Internet E...". The page has a light beige background. On the left, there are two labels: "Strategy" and "Activity", each followed by a red asterisk. To the right of these labels are two large, empty text input boxes. To the right of each input box are four small blue buttons with up and down arrows. At the bottom of the form, there are three buttons: "Reset", "Close", and "Save".

7. In **Strategy**, enter the description of the strategy.
8. In **Activity**, enter the description of the activity.
9. Click **Save**.
10. Repeat steps 7-9 above to summarize additional strategies and activities.
11. Once you have finished additional strategies and activities, click **Close**. The [IFSP Outcomes](#) page refreshes to display the summary information you entered.

Create Outcome - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media

IFSP Outcomes Child Name: Cindy, Cindycindy - 100010016 IFSP Date: 06/01/2005

SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Eligibility Team Meetings **IFSP** Notes

Present Level Family Assessment **Outcomes** Authorizations Other Services Transition

Outcome # New

Outcome Statement - What we would like to see happen within the next year

a new outcome

Criteria - What needs to be accomplished for the Outcome to be fully met?

new criteria for the outcome

Procedure - How does the team plan on measuring the progress towards the outcome?

some new procedures

Timeline - When the Outcome will be measured for progress?

Daily

Steps To Achieve Outcome

Strategies	Activities	Delete
strategy	activity	

1 records

Add Strategy & Activity

Reset Back Save

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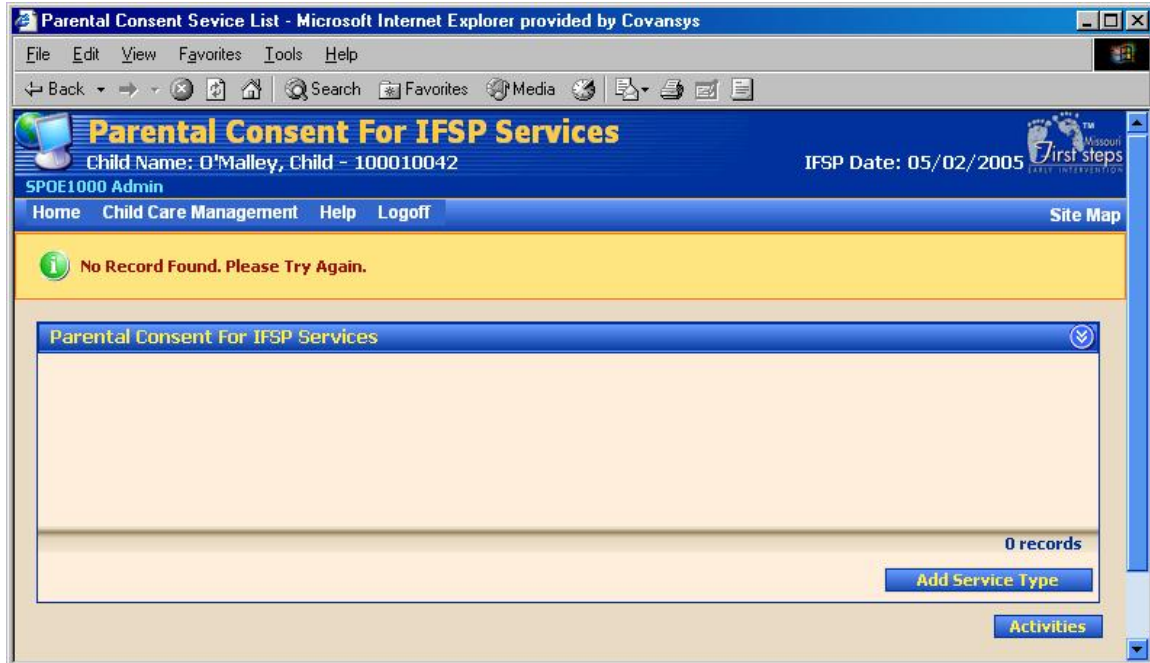
12. Click **Save** to return to the [IFSP Team Meeting Activities](#) page.

Add a Parental Consent for IFSP Services Activity

Use this exercise to add a Parental Consent for IFSP Services meeting activity for an IFSP team meeting.


Complete the following steps to finish this exercise:


1. On the [IFSP Team Meeting Activities](#) page, click **Parental Consent for IFSP Services**. The [Parental Consent for IFSP Services](#) page displays.



2. Click **Add Service Type**. The [Parental Consent Service Detail](#) page displays.

3. Select the **Service Type**.

 **Note:** Only services approved by the child's parents are available **Service Type** options when creating service authorizations.

4. Enter or select the **Date**. You can click the  icon to select a date from a calendar.
5. Select the **Approved** or **Declined** radio button in **Action** to indicate whether the parent approved or declined the service.
6. Click **Save**. The [Parental Consent Service Detail](#) page refreshes to indicate that the data was saved successfully.
7. Repeat steps 3-6 above to enter consensual information additional IFSP services.
8. Once you have finished entering consensual information IFSP services, click **Close**. The [Parental Consent for IFSP Services](#) page refreshes and displays the information you entered.
9. Click **Activities** to return to the [IFSP Team Meeting Activities](#) page.

 **Tip:** Once you return to the [IFSP Team Meeting Activities](#) page, a check mark is displayed next to the **Parental Consent for IFSP Services** link to indicate that this activity has been completed.

Add an IFSP Authorizations Activity

Use this exercise to add an IFSP Authorizations meeting activity for an IFSP team meeting.

Complete the following steps to finish this exercise:

1. On the [IFSP Team Meeting Activities](#) page, click **IFSP Authorizations**. The [Authorizations](#) page displays.

IFSP Authorization List - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print

Authorizations

Child Name: O'Malley, Child - 100010042 IFSP Date: 05/02/2005 SP0E1000 Admin

Home Child Care Management Help Logoff Site Map

No Record Found. Please Try Again.

Child Health Domains Eligibility Team Meetings IFSP Notes

Present Level Family Assessment Outcomes **Authorizations** Other Services Transition

Search Filter

☒ Show Meeting Specific

Authorization List

0 records

Add Authorization

Activities

2. Click **Add Authorization**. The [New Authorization \(Page 1\)](#) page displays.

New Authorization - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print

New Authorization

Child Name: O'Malley, Child - 100010042

SPOE1000 Admin

Home Child Care Management Help Logoff Site Map

Authorization Type *

Service Type *

Back Next

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Note: This exercise will show you how to create an Assistive Technology service authorization. The steps that follow are specific to creating Assistive Technology service authorization type.

- In **Authorization Type**, select **Service** as the type for the authorization. The page refreshed based on the **Authorization Type** selected.

New Authorization - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print

New Authorization

Child Name: O'Malley, Child - 100010042

SPOE1000 Admin

Home Child Care Management Help Logoff Site Map

Authorization Type * Service

Service Type *

Service Type-IFSP Outcome List

Select	Outcome #	Outcome Statement
<input type="checkbox"/>	1	1

1 records

Back Next

Ver: 1.92 Copyright © 2004 Missouri Department of Elementary and Secondary Education Privacy Policy

- In **Service Type**, select **Assistive Technology** as the service type for the authorization.

5. Click the check box in the **Select** column to select an outcome.
6. Click **Next**. The [New Authorization \(Page 2\)](#) page displays.

New Authorization
Child Name: O'Malley, Child - 100010042
IFSP Date: 05/02/2005
SPOE1000 Admin

Home Child Care Management Help Logoff Site Map

Service Type Assistive Technology **Active Date *** [calendar icon] To [calendar icon]

Funding Source * [dropdown] **Compensatory Service** [No]

HCPCS * [search icon] **Description Type *** [dropdown]

User Description * [text area]

Quantity * [text] **Price *** \$ [text] **Total Amount *** \$0.00

Comments
Include intended frequency and intensity of use as well as where it will be used and for what time period.
[text area]

☐ **NPA Provider**
Specialty [dropdown] **NPA Reason** [dropdown]

☐ **Provider**
Account ID [search icon] **Payee Name**
First Name **MI** **Last Name**
Phone **Specialty**


[Reset] [Back] [Save]

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7. In **Active Date**, enter or select the starting date for the authorization. You can click the icon to select a date from a calendar.
8. In **To**, enter or select the ending date for the authorization. You can click the icon to select a date from a calendar.
9. In **Funding Source**, select the funding source for the authorization.
10. In **Compensatory Service**, indicate whether the authorization is currently a compensatory service.
11. Click the icon next to **HCPCS** to search for a specific HPCPS code. The [HCPCS Lookup](#) page displays.

The screenshot shows a web browser window titled "HCPCS Lookup - Microsoft Internet Explorer provided by Covansys". The main content area is titled "HCPCS Code Search" and contains two input fields: "HCPCS Code" and "HCPCS Description", followed by a "Search" button. Below this is a large table titled "HCPCS List". At the bottom right of the page, there is a "Close" button.

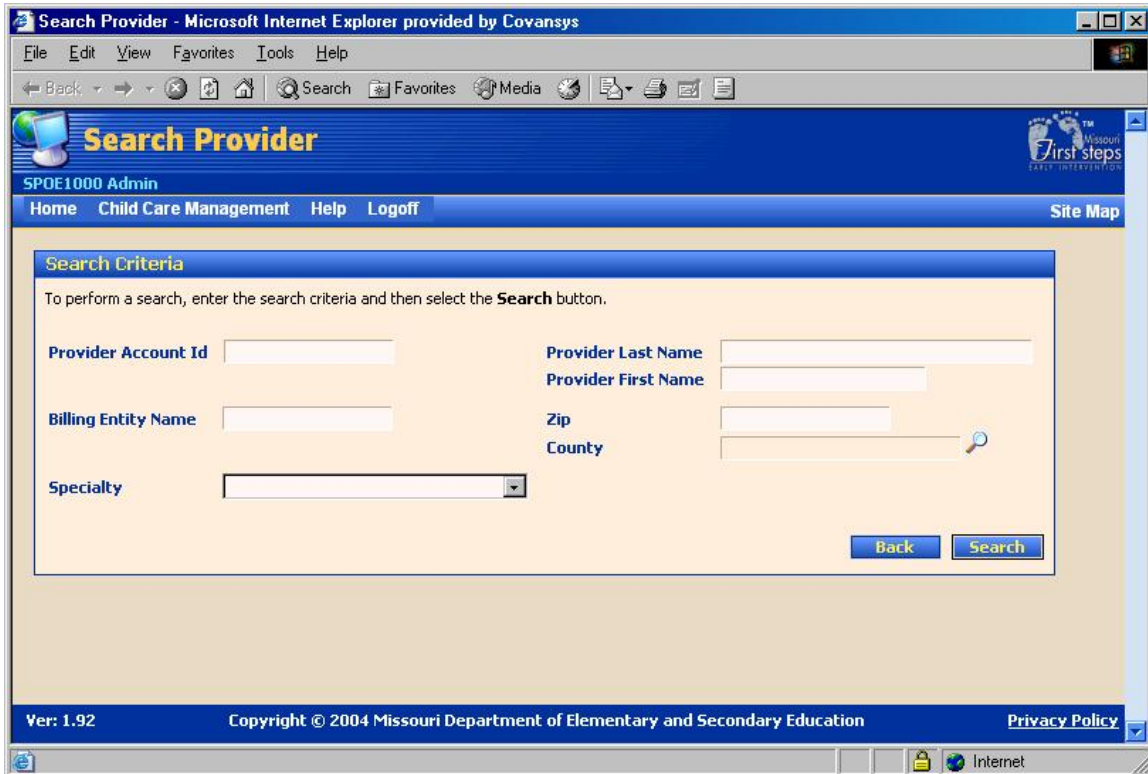
12. Complete information in one of the following fields to perform an HCPCS code search:
 - Enter a complete **HCPCS Code** to perform a search by HCPCS code. A complete code must be entered to perform a search by HCPCS code.
 - Enter an **HCPCS Description** to perform a search by HCPCS description. You must enter at least two characters to perform a search by HCPCS description.
13. Click **Search**. The information displayed in the **HCPCS List** table refreshes to display the HCPCS codes that match the filter criteria specified.
14. Click the link in the **Select** column to select a specific code and return to the [New Authorization \(Page 2\)](#) page. The page is refreshed and displays the **HCPCS Code** and **Description** based on your selection.
15. In **User Description**, enter a description of the user for the authorization.
16. In **Type**, select the type of service being used for the authorization.
17. In **Quantity**, enter the number of units necessary for the authorization.
18. In **Price**, enter the price per unit for the authorization.

 **Tip:** **Total Amount** displays the total dollar amount for the authorization. This information is read-only and cannot be changed.


19. In **Comments**, enter any additional comments about the authorization.

 **Note:** You must specify **either NPA Provider or Provider** to complete the authorization. Selecting the **Provider** radio button will clear any information selected in the **NPA Provider** drop-down lists. To specify an NPA provider, click the **NPA Provider** radio button, then select a **Specialty** and an **NPA Reason**. This exercise will show you how to specify a provider. The steps that follow will show you how to specify a provider for the authorization.

20. Click the  icon next to **Account ID** to search for a specific provider. The [Search Provider](#) page displays.



21. Enter or select information in one or more of the following fields to perform a provider search:

- Provider ID (a complete provider ID number must be entered)
- Provider Last Name (a minimum of 2 characters must be entered to perform a search by last name)
- Provider First Name
- Billing Entity Name (a minimum of 2 characters must be entered to perform a search by billing entity name)
- Zip (at least 3 digits must be entered to perform a search by zip code)
- County (click the  icon to display the [County Search](#) page)
- Specialty

22. Click **Search** to perform a search based on the specified filter criteria. The [Provider List](#) page displays a list of providers that match the filter criteria specified.
23. Click the link in the **Select** column to select a specific provider and return to the [New Authorization \(Page 2\)](#) page. The page is refreshed and displays the following information under **Provider** based on your selection:
 - Account ID
 - Payee Name
 - First Name
 - MI
 - Last Name
 - Phone
 - Specialty
24. Click **Save**. The [Authorizations](#) page refreshes and displays the authorization you entered.
25. Click **Activities** to return to the [IFSP Team Meeting Activities](#) page.

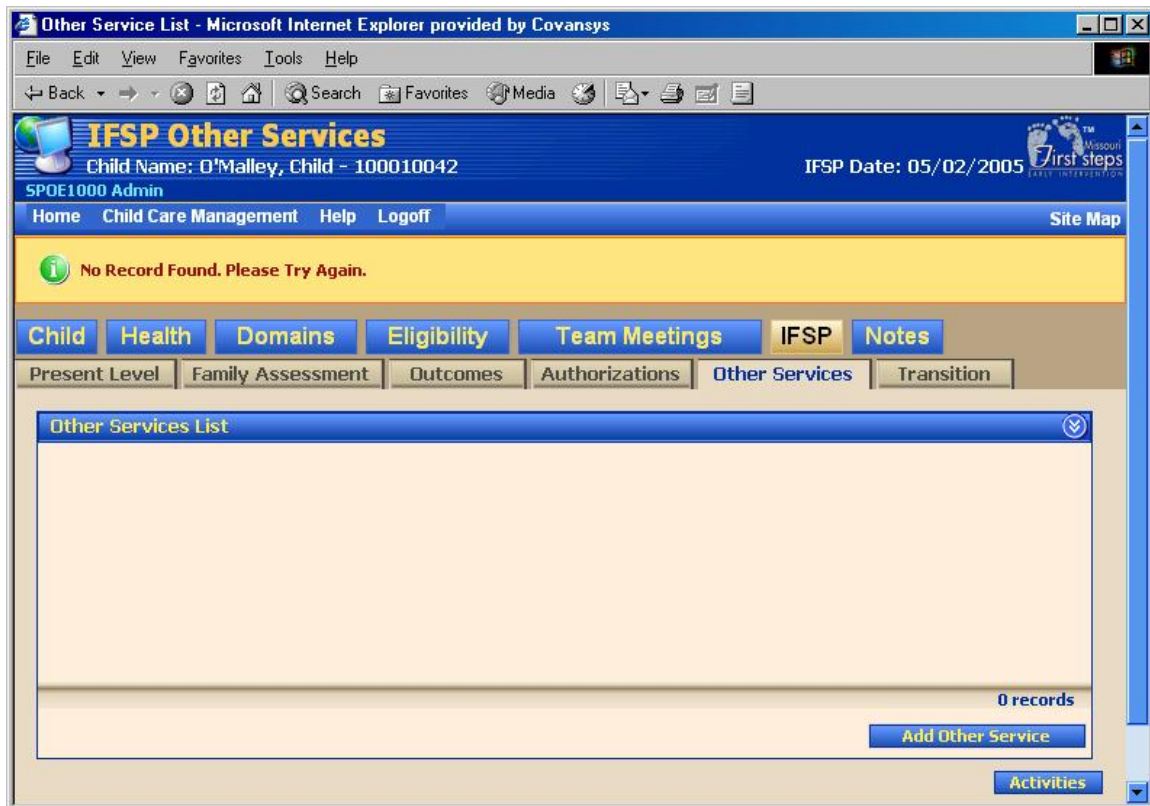
 **Tip:** Once you return to the [IFSP Team Meeting Activities](#) page, a check mark is displayed next to the **IFSP Authorizations** link to indicate that this activity has been completed.

Add an Other Services Activity

Use this exercise to add an Other Services meeting activity for an IFSP team meeting.

Complete the following steps to finish this exercise:

1. On the [IFSP Team Meeting Activities](#) page, click **Other Services**. The [IFSP Other Services](#) page displays.



2. Click **Add Other Service**. The [IFSP Add Other Service](#) page displays.

IFSP Add Other Service - Microsoft Internet Explorer provided by Covansys

Select	Outcome #	Outcome Statement
<input type="checkbox"/>	1	1

1 records

Service Description *



Service Date To

Funding Source

Responsible Person

Notes

Reset Close Save

3. Click the check box in the **Select** column to select an outcome.
4. In **Service Description**, enter or update the description of the service in 100 characters or less.
5. In **Outcome #**, select one or more of the currently active outcomes defined for the IFSP.
6. In **Start Date**, enter or select the date on which the service begins. You can click the  icon to select a date from a calendar.
7. In **End Date**, enter or select the date on which the service ends. You can click the  icon to select a date from a calendar.
8. In **Funding Source**, enter or update a description of the funding source for the service.
9. In **Responsible Person**, enter or update the name of the person who is responsible for delivering the service.
10. In **Notes**, enter or update any additional notes about the service in 250 characters or less.
11. Click **Save**. The [IFSP Other Services](#) page refreshes and displays the service you entered.
12. Click **Activities** to return to the [IFSP Team Meeting Activities](#) page.

Add a Meeting Notes Activity

Use this exercise to add a Meeting Notes meeting activity for an IFSP team meeting.


Complete the following steps to finish this exercise:

1. On the [IFSP Team Meeting Activities](#) page, click **Meeting Notes**. The [IFSP Meeting Notes](#) page displays.

2. Click **Add Notes**. The [IFSP Meeting Notes Detail](#) page displays.

3. Enter the **Topic** of the note in 50 characters or less.
4. Enter the **Note Detail** in 1000 characters or less.

5. Click **Save**. The [IFSP Meeting Notes Detail](#) page refreshes to indicate that the data was saved successfully.
6. Repeat steps 3-6 above to enter additional IFSP meeting notes.
7. Once you have finished entering IFSP meeting notes, click **Close**. The [IFSP Meeting Notes](#) page refreshes and displays the information you entered.
8. Click **Activities** to return to the [IFSP Team Meeting Activities](#) page.

 **Tip:** Once you return to the [IFSP Team Meeting Activities](#) page, a check mark is displayed next to the **Meeting Notes** link to indicate that this activity has been completed.

Add a Transition Information Activity

Use this exercise to add a Transition Information meeting activity for an IFSP team meeting.

Transition From Topics:	Topic Short Description For List
*Discussion with, and training of parents regarding future placements and other matters related to the child's transition. <i>Required at every IFSP initial and Annual meeting until the child's age is 2.5 years. Then required at every (Initial, Annual, 6 Month Review, Inter-periodic) meeting until child exits the program.</i>	Discussion with and Training of Parents
*Discussion about procedures to prepare the child for changes in service delivery including steps to help the child adjust and function in a new setting. <i>(Required at every meeting when the child's age is 2.5 years or greater until the child exits the program).</i>	Discussion about changes in Service Delivery
Send with parental consent, information about the child to the local education agency to ensure continuity of services including evaluation and assessment of information and IFSPs. <i>(Required at every Meetings when the child's age is 2.5 years or greater until the child exits the program).</i>	Sent info to Local Education Agency with Parental Consent
Send specified information to community programs, upon informed, written consent, to facilitate service delivery or transition from the First Steps early intervention system. <i>(Required at every Meetings when the child's age is 2.5 years or greater until the child exits the program).</i>	Sent info to Community Programs with Parental Consent
Other Transition From Topic	Other Transition Topic

Transition Into/Within Topics	Short Description
Transition from hospital, neonatal intensive care unit to home, and into early intervention services to ensure that no disruption occurs in necessary services	Transition from Hospital/NICU
Family related changes that may affect IFSP service delivery (I.e., employment, birth or adoption of sibling, medical needs of other family members)	Family Related Changes
Child related changes that may affect IFSP service delivery (I.e., hospitalization or surgery, placement in a child care program, addition of new equipment or technology, medication changes)	Child Related Changes
Introduction of new or a change in Service Provider(s) or Service location(s)	Service Provider (New or Change)
Termination of existing IFSP service	Termination of IFSP service
Explore community program options for our Child or Family	Explore Community Programs
Child and Family exiting First Steps system due to Loss of eligibility or Family does not consent to participate	Child and Family Exiting First Steps
Other Transition Topic	Other Transition Topic

Complete the following steps to finish this exercise:

1. On the [IFSP Team Meeting Activities](#) page, click **Transition Information**. The [IFSP Transition](#) page displays.

IFSP Transition - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print

IFSP Transition Child Name: O'Malley, Child - 100010042 IFSP Date: 05/02/2005

SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

No Record Found. Please Try Again.

Child Health Domains Eligibility Team Meetings **IFSP** Notes

Present Level Family Assessment Outcomes Authorizations Other Services **Transition**

Search Filter

☒ Show Meeting Specific

Transition Topic List

0 records

Add Transition From Topic Add Transition Into and Within Topic

Activities

2. Click **Add Transition Into/Within Topic** or click **Add Transition From Topic**. The [IFSP Transition Detail](#) page displays.

IFSP Transition Detail - Microsoft Internet Explorer provided by Covansys

Transition Topics *

Topic Description

Who Is Responsible

Transition Steps/Activities *

Enter Steps and Activities to Support the Transition Issue

Reset Close Save

3. In **Transition Topics**, select the transition topic ID.
4. In **Who is Responsible**, enter the name of the person responsible for the transition activity in 65 characters or less.
5. In **Transition Steps/Activities**, enter the steps, responsibilities, and activities that must be completed for this transition in 250 characters or less.
6. Click **Save**. The [IFSP Transition](#) page refreshes to display the transition information entered.
7. Click **Activities** to return to the [IFSP Team Meeting Activities](#) page.

 **Tip:** Once you return to the [IFSP Team Meeting Activities](#) page, a check mark is displayed next to the **Transition Information** link to indicate that this activity has been completed.

Add a Team Communications Activity

Use this exercise to add a Team Communications meeting activity for an IFSP team meeting.

Complete the following steps to finish this exercise:

1. On the [IFSP Team Meeting Activities](#) page, click **Team Communications**. The [IFSP Team Communications](#) page displays.

The screenshot shows a web browser window titled "IFSP Team Communications - Microsoft Internet Explorer provided by Covansys". The address bar shows a URL. The page has a blue header with the title "IFSP Team Communications" and a sub-header "Child Name: O'Malley, Child - 100010042". The date "IFSP Date: 05/02/2005" is displayed. Below the header is a navigation bar with links: "Home", "Child Care Management", "User Options", "Help", "Logoff", and "Site Map". A yellow message box states "No Record Found. Please Try Again." Below this are two sections: "Family Communications" and "Team Communications". Each section has a text area for input. At the bottom right are buttons for "Reset", "Activities", and "Save".

2. In **Family Communications**, enter information that documents the amount and type of communication strategies agreed upon so that the expectations are clear to both the family/care giver(s) and the service coordinator.
3. In **Team Communications**, enter methods of keeping in touch with team members, including telephone calls, progress reports and routine correspondence information.
4. Click **Save** to return to the [IFSP Team Meeting Activities](#) page.

Tip: Once you return to the [IFSP Team Meeting Activities](#) page, a check mark is displayed next to the **Team Communications** link to indicate that this activity has been completed.

Add a Next Meeting Activity

Use this exercise to add a Next Meeting activity for an IFSP team meeting.

Complete the following steps to finish this exercise:

1. On the [IFSP Team Meeting Activities](#) page, click **Next Meeting**. The [Team Meeting Planner](#) page displays.

Note: Creating a Next Meeting activity allows you to enter information for and plan the next team meeting for the child.

2. In **Primary Meeting Type**, select a type for the IFSP team meeting. If this meeting has already been scheduled, this information is read-only and cannot be changed.
3. **Meeting Status** displays the current status of the IFSP team meeting. This information is read-only and cannot be changed.
4. Click the **Transition** check box to indicate that the IFSP team meeting is a transition meeting as necessary.
5. Click the **Part B** check box to indicate that the IFSP team meeting is a Part B meeting as necessary.

6. Click the **Compensatory** check box to indicate that the IFSP team meeting is a compensatory meeting as necessary.
7. In **Meeting Date**, enter or select the date on which the IFSP team meeting will occur. You can click the 📅 icon to select a date from a calendar.
8. In **Time**, enter the time at which the IFSP team meeting will occur in HH:MM AM/PM format.
9. In **Meeting Duration**, enter the duration of the IFSP team meeting in minutes.
10. In **Location Address**, enter the address information for the location at which the IFSP team meeting will occur in 250 characters or less.
11. In **Location Description**, enter a brief description of the location at which the IFSP team meeting will occur in 250 characters or less.
12. In **Meeting Agenda**, enter a brief agenda for the IFSP team meeting in 500 characters or less.
13. In the **Team Meeting Member List**, a list of members from a previously finalized team meeting are displayed. You can remove a member by clicking the link in the **Remove** column, or you can add a new team member to the table by clicking **Add Team Meeting Member**.
14. If **Add Team Meeting Member** is clicked, the [Add Team Meeting Member](#) page displays. Complete the following to add a new team member to the **Team Meeting Member List** table:
 - Click the check box in the **Select** column to add one or more team members to the IFSP team meeting.
 - Click **Save** to add the selected team member(s) and return to the [Team Meeting Planner](#) page.
15. Click the check box in the **Notified** column to indicate that an invitation has already been sent to the team member for the IFSP team meeting as necessary.
16. Click **Save** to save the meeting information and place the meeting in tentative status.
17. Click **Activities** to return to the [IFSP Team Meeting Activities](#) page.

 **Tip:** Once you return to the [IFSP Team Meeting Activities](#) page, a check mark is displayed next to the **Next Meeting** link to indicate that this activity has been completed.

Review Delivered Services

Use this exercise to review a list of services delivered for an IFSP team meeting.

Complete the following steps to finish this exercise:

1. On the [IFSP Team Meeting Activities](#) page, click **Delivered Service(s) (Optional)**. The [IFSP Delivered Service Review](#) page displays.

2. In **Date of Service**, enter or select the starting date of the service to include. You can click the icon to select a date from a calendar.
3. In **To**, enter or select the ending date of the service to include. You can click the icon to select a date from a calendar.
4. Click **Search**. The **Delivered Services List** table refreshes to display the services that were delivered within the date range specified.
5. Click **Activities** to return to the [IFSP Team Meeting Activities](#) page.

Tip: Once you return to the [IFSP Team Meeting Activities](#) page, a check mark is displayed next to the **Delivered Service(s) (Optional)** link to indicate that this activity has been completed.

Add a Finalize Meeting Activity

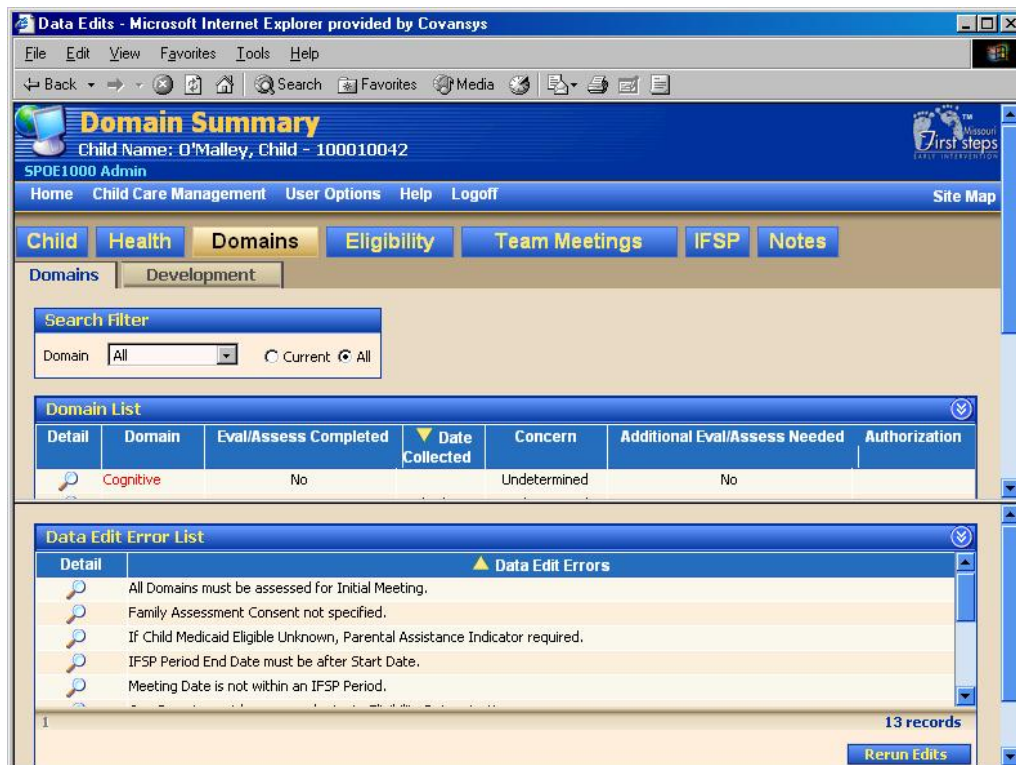
Use this exercise to add a Finalize Meeting activity for an IFSP team meeting.

Complete the following steps to finish this exercise:

1. On the [IFSP Team Meeting Activities](#) page, click **Finalize Meeting**. A message box displays confirming your request.



2. Click **OK** or **Cancel** to continue. If **OK** is clicked, finalized meeting edits are processed. If errors are found during this process, the **Data Edit Errors** page displays (an example is displayed below). If no errors are found during this process, a message displays indicating that the finalized meeting edits were successful. After the finalized edits have been run successfully, meeting information is displayed in a read-only mode. If **Cancel** is selected, the finalized meeting edits are not processed. Once a meeting has been finalized, the **Finalize Meeting** link is disabled and a check mark is displayed next to the **Finalize Meeting** link on the [IFSP Team Meeting Activities](#).




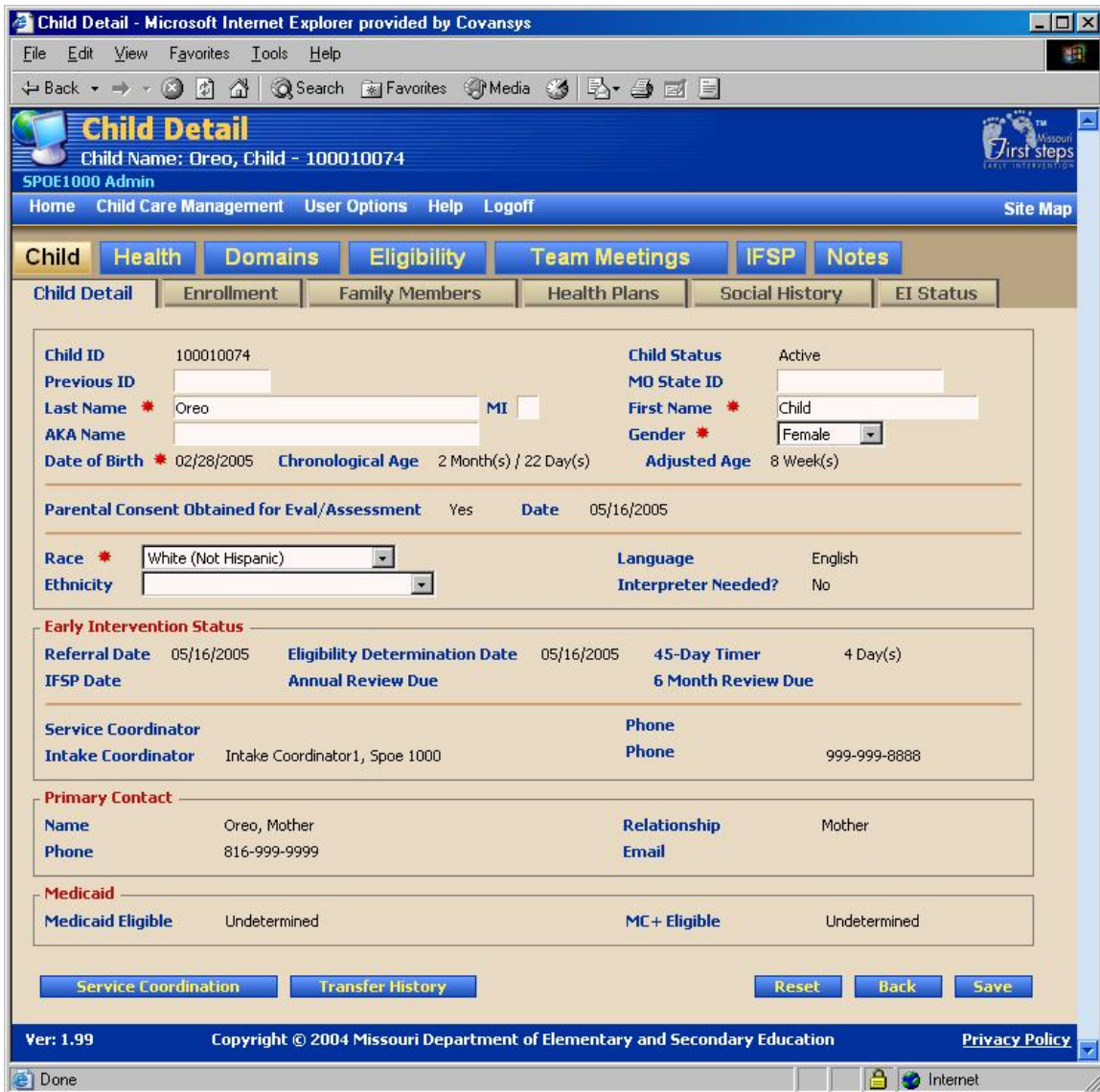
IFSP

View the IFSP Team Summary List

Use this exercise to see how to view a list of team summaries.

Complete the following steps to finish this exercise:

1. On the [Child List](#) page, click the  icon in the **Detail** column for a specific child record. The [Child Detail](#) page displays.



Child Detail - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail

Child Detail
Child Name: Oreo, Child - 100010074
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Eligibility Team Meetings IFSP Notes

Child Detail Enrollment Family Members Health Plans Social History EI Status

Child ID: 100010074
Previous ID:
Last Name * Oreo MI
AKA Name:
Date of Birth * 02/28/2005 Chronological Age 2 Month(s) / 22 Day(s)
Child Status: Active
MO State ID:
First Name * Child
Gender * Female
Adjusted Age 8 Week(s)

Parental Consent Obtained for Eval/Assessment Yes Date 05/16/2005

Race * White (Not Hispanic)
Ethnicity:
Language English
Interpreter Needed? No

Early Intervention Status
Referral Date 05/16/2005 Eligibility Determination Date 05/16/2005 45-Day Timer 4 Day(s)
IFSP Date Annual Review Due 6 Month Review Due

Service Coordinator
Intake Coordinator Intake Coordinator1, Spoe 1000
Phone
Phone 999-999-8888

Primary Contact
Name Oreo, Mother
Phone 816-999-9999
Relationship Mother
Email

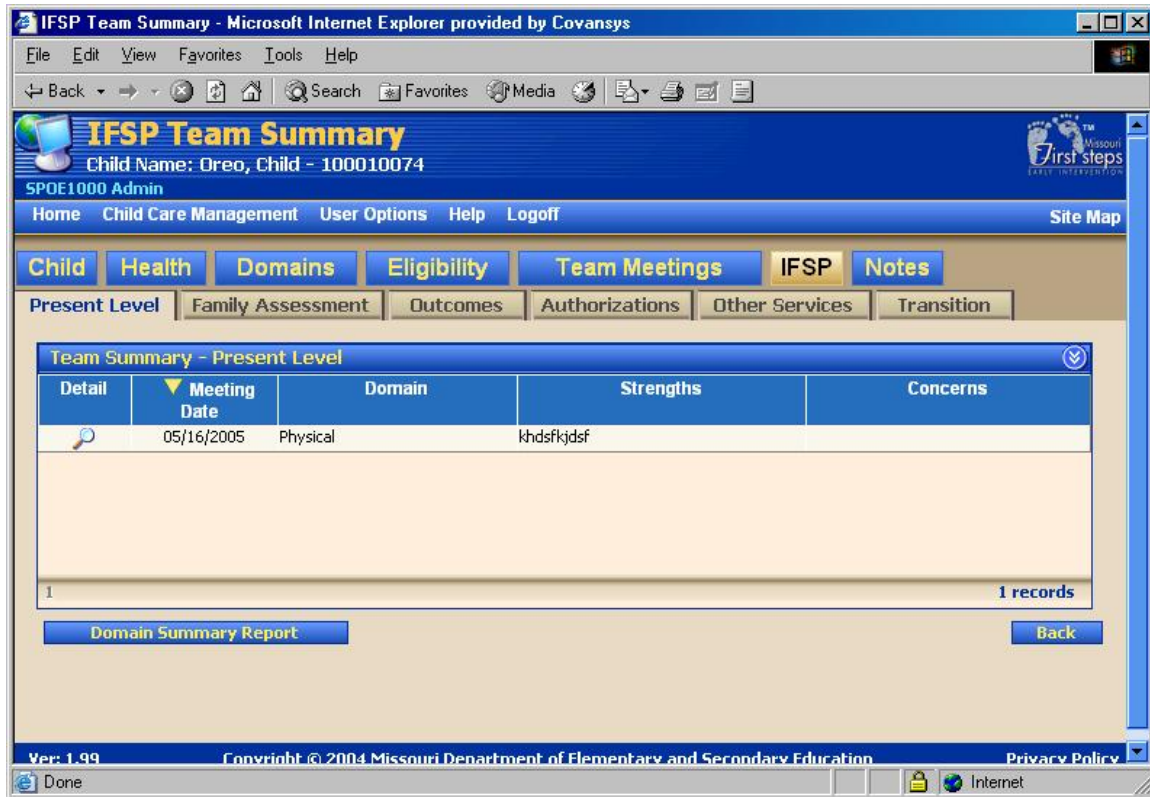
Medicaid
Medicaid Eligible Undetermined
MC + Eligible Undetermined

Service Coordination Transfer History **Reset Back Save**

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Done Internet

2. Click the **IFSP** tab. The [IFSP Team Summary](#) page displays.




3. View the list of team summaries in the **Team Summary - Present Level** table.

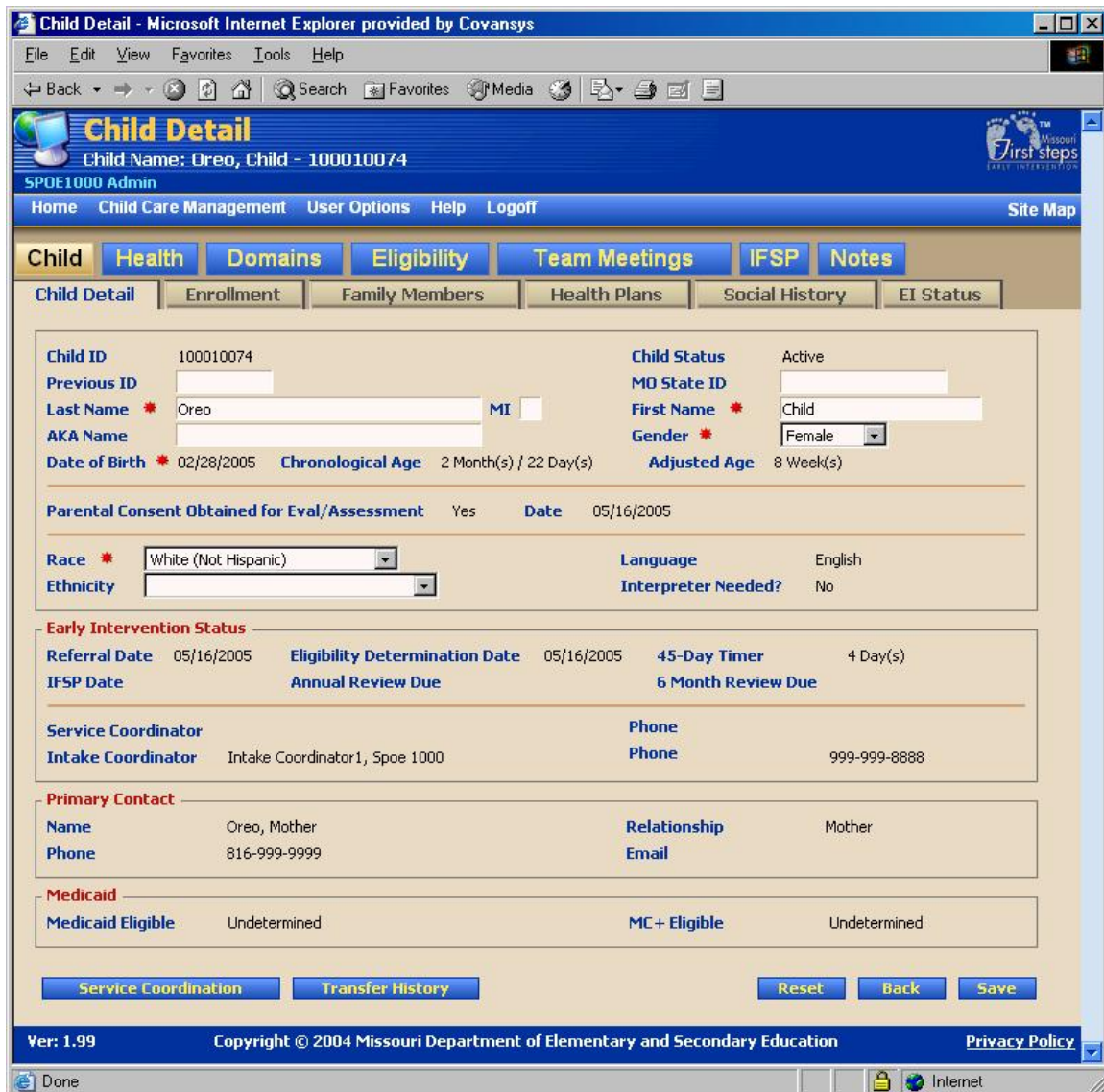
Tip: You can click the  icon in the **Detail** column to view detailed team summary information. The [Add Team Summary by Domain](#) page displays when clicked.

View the Family Assessment

Use this exercise to see how to view a list of team summaries.

Complete the following steps to finish this exercise:

1. On the [Child List](#) page, click the  icon in the **Detail** column for a specific child record. The [Child Detail](#) page displays.



Child Detail - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print

Child Detail
Child Name: Oreo, Child - 100010074
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Eligibility Team Meetings IFSP Notes

Child Detail Enrollment Family Members Health Plans Social History EI Status

Child ID 100010074 Child Status Active
Previous ID MO State ID
Last Name * Oreo MI First Name * Child
AKA Name Gender * Female
Date of Birth * 02/28/2005 Chronological Age 2 Month(s) / 22 Day(s) Adjusted Age 8 Week(s)

Parental Consent Obtained for Eval/Assessment Yes Date 05/16/2005

Race * White (Not Hispanic) Language English
Ethnicity Interpreter Needed? No

Early Intervention Status

Referral Date 05/16/2005 Eligibility Determination Date 05/16/2005 45-Day Timer 4 Day(s)
IFSP Date Annual Review Due 6 Month Review Due

Service Coordinator Intake Coordinator1, Spoe 1000 Phone 999-999-8888
Intake Coordinator

Primary Contact

Name Oreo, Mother Relationship Mother
Phone 816-999-9999 Email

Medicaid

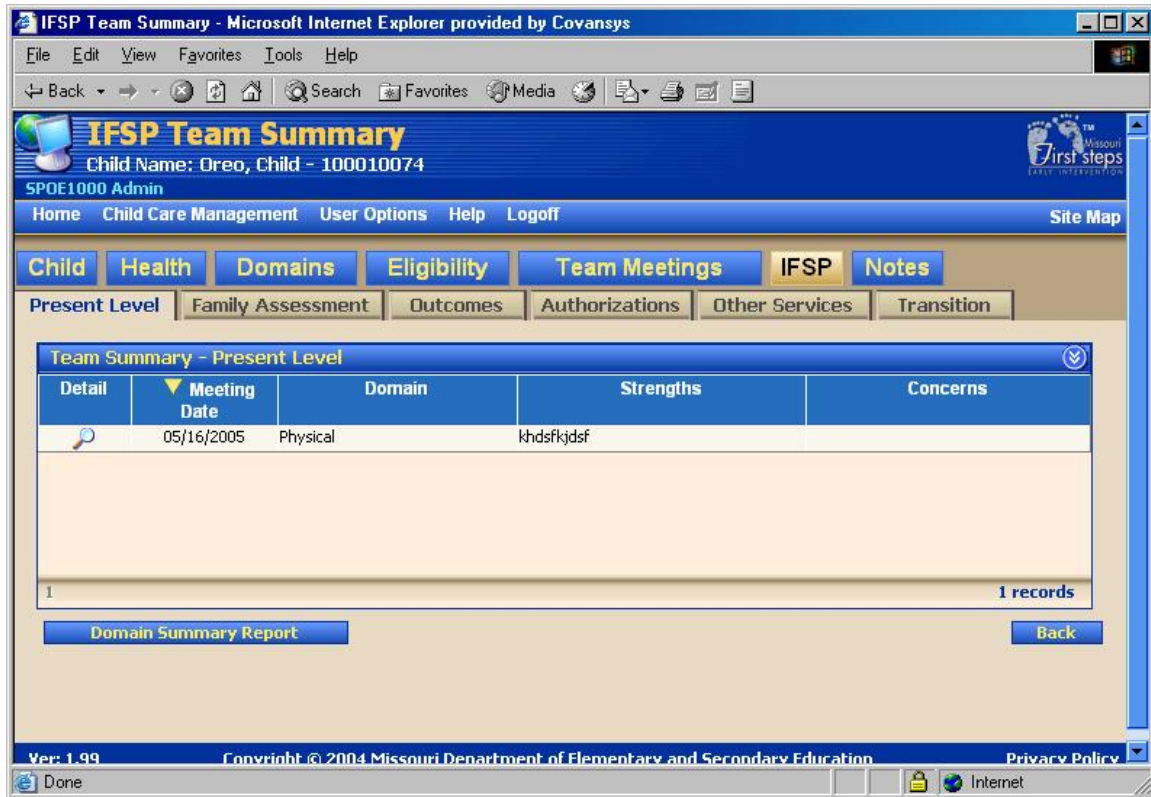
Medicaid Eligible Undetermined MC+ Eligible Undetermined

Service Coordination Transfer History Reset Back Save

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Done Internet

2. Click the **IFSP** tab. The [IFSP Team Summary](#) page displays.



3. Click the **Family Assessment** tab. The [Family Assessment](#) page displays.

Family Assessment - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media

Family Assessment
Child Name: Oreo, Child - 100010074
SP0E1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Eligibility Team Meetings IFSP Notes

Present Level Family Assessment Outcomes Authorizations Other Services Transition

Family Consented to Assessment ☒ Yes ☐ No Consent Date 05/16/2005 Consent Withdrawn Date

IFSP Family Assessment/Concerns

Family's Priorities

Strengths & Resources

I would like to share the following concerns for myself, other family members or my child

☐ Finding or working with doctors or other specialists ☐ How different services work or How they could work better for my family

☐ Planning for the future: what to expect ☐ Information on child's special needs, and what it means

☐ Parenting Skills ☐ Ideas for brothers, sisters, friends, extended family

☐ Housing, clothing, jobs, food, or telephone ☐ Linking with a parent network to meet other families or share information

☐ Money for extra costs of child's special needs ☐ Other

☐ People who can help at home or care for the child so I/We can have a break; respite or child care

I have questions about or want help for my child in the following areas

☐ Talking and listening ☐ Moving around (crawling, scooting, rolling, walking) ☐ Ability to maintain positions for play

☐ Thinking, learning, playing with toys ☐ Having fun with other children; getting along ☐ Feeding, eating, nutrition

☐ Behavior and feelings ☐ Toileting; getting dressed; bedtime; other daily routines ☐ Helping my child calm down, quiet down

☐ Pain or discomfort ☐ Special health care needs ☐ Seeing or hearing

☐ Other

Family Routines Back

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Done Internet

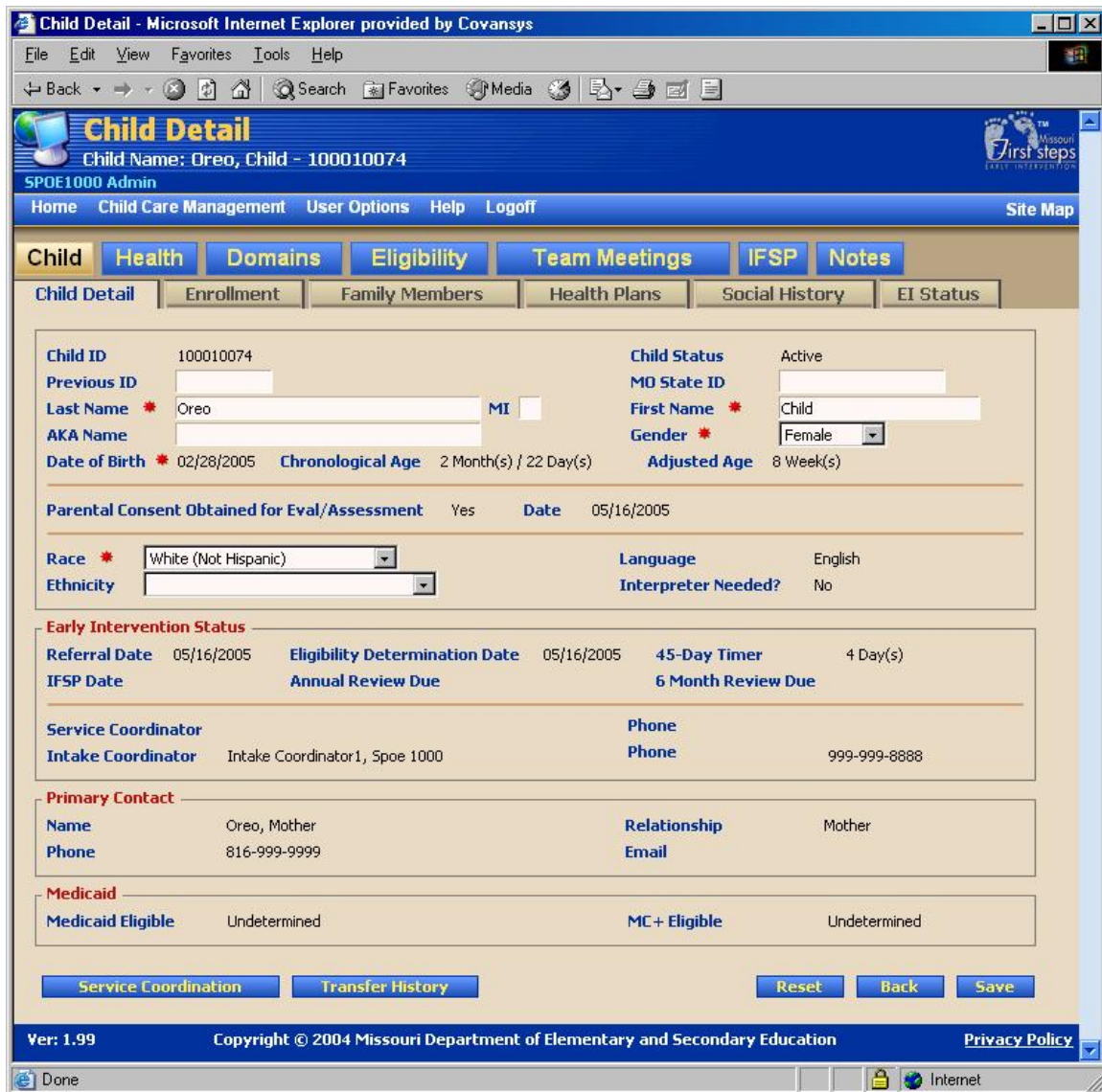
4. View the family assessment information displayed.

View the IFSP Outcomes List

Use this exercise to view a list of IFSP outcomes.

Complete the following steps to finish this exercise:

1. On the [Child List](#) page, click the  icon in the **Detail** column for a specific child record. The [Child Detail](#) page displays.



Child Detail - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Child Detail
Child Name: Oreo, Child - 100010074
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Eligibility Team Meetings IFSP Notes

Child Detail Enrollment Family Members Health Plans Social History EI Status

Child ID 100010074 Child Status Active
Previous ID MO State ID
Last Name * Oreo MI First Name * Child
AKA Name Gender * Female
Date of Birth * 02/28/2005 Chronological Age 2 Month(s) / 22 Day(s) Adjusted Age 8 Week(s)

Parental Consent Obtained for Eval/Assessment Yes Date 05/16/2005

Race * White (Not Hispanic) Language English
Ethnicity Interpreter Needed? No

Early Intervention Status

Referral Date 05/16/2005 Eligibility Determination Date 05/16/2005 45-Day Timer 4 Day(s)
IFSP Date Annual Review Due 6 Month Review Due

Service Coordinator
Intake Coordinator Intake Coordinator1, Spoe 1000 Phone 999-999-8888

Primary Contact

Name Oreo, Mother Relationship Mother
Phone 816-999-9999 Email

Medicaid

Medicaid Eligible Undetermined MC+ Eligible Undetermined

Service Coordination Transfer History Reset Back Save

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Done Internet

2. Click the **IFSP** tab. The [IFSP Team Summary](#) page displays.

IFSP Team Summary - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print

IFSP Team Summary
Child Name: Oreo, Child - 100010074
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Eligibility Team Meetings **IFSP** Notes

Present Level Family Assessment Outcomes Authorizations Other Services Transition

Team Summary - Present Level

Detail	Meeting Date	Domain	Strengths	Concerns
	05/16/2005	Physical	khdsfkjsdf	

1 records

Domain Summary Report Back

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Done Internet

3. Click the **Outcomes** tab. The [IFSP Outcomes](#) page displays.

IFSP Outcome - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print

IFSP Outcomes
Child Name: Oreo, Child - 100010074
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Eligibility Team Meetings **IFSP** Notes

Present Level Family Assessment **Outcomes** Authorizations Other Services Transition

Search Filter

☒ Show Active Only

Outcome List


Detail	Outcome #	Outcome Statement	Start Date	End Date	Status
	1	dhfkjsdhfkjsfd	05/16/2005		

1 records



Back

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Internet

 **Tip:** Under **Search Filter**, you can select the **Show Active Only** check box to display only currently active outcomes in the **Outcome List** table. When the check box is selected or cleared, the information displayed in the **Outcome List** table is refreshed.


4. View the list of outcomes displayed in the **Outcome List** table.

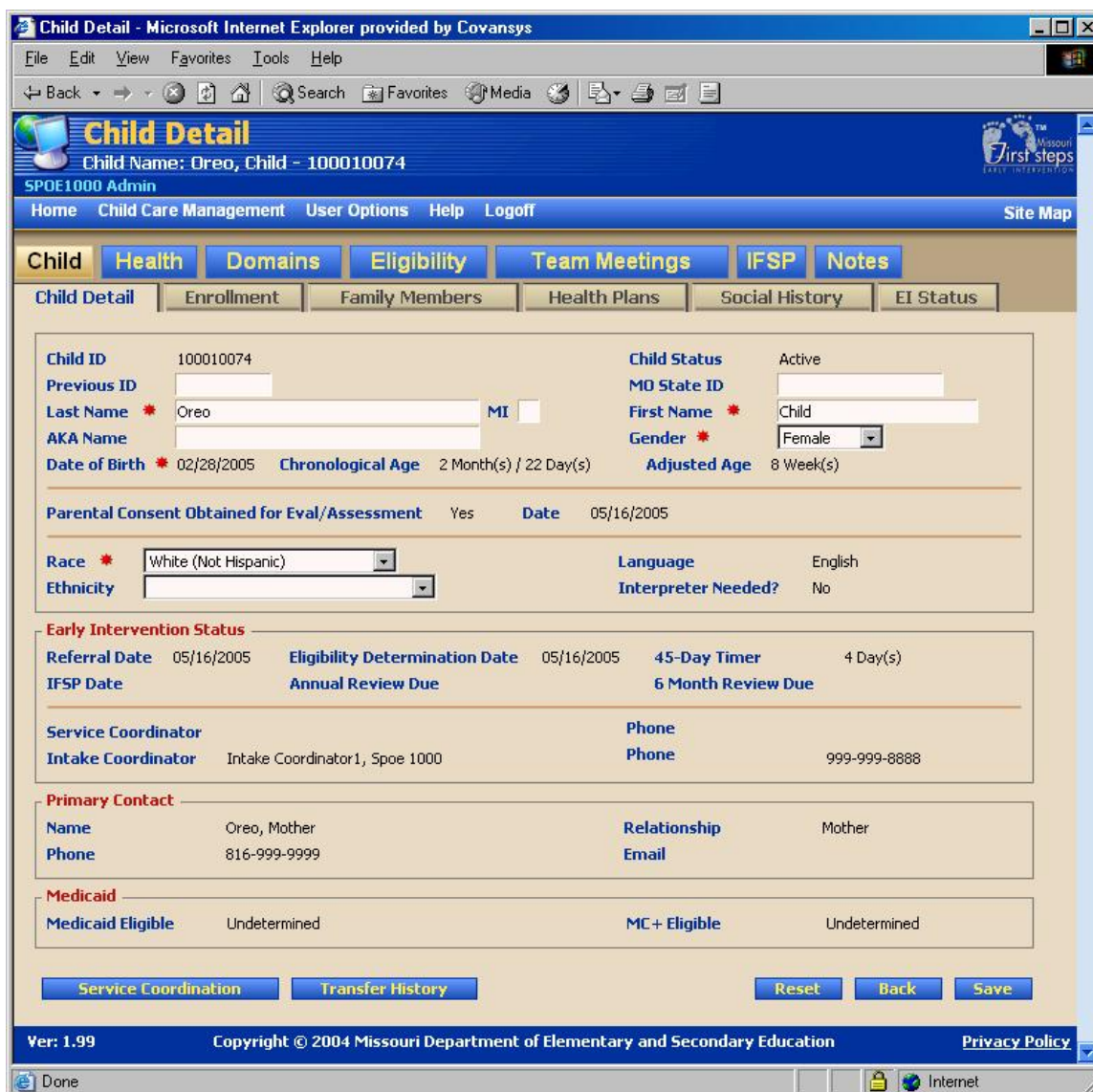
 **Tip:** You can click the  icon in the **Detail** column to view detailed outcome information. The [IFSP Create Outcome](#) page displays when clicked. The information displayed on the [IFSP Create Outcome](#) page can be updated until a meeting status is Finalized. For meetings in Finalized status, the information is displayed in read-only mode.

View the Authorizations List

Use this exercise to view a list of authorizations.

Complete the following steps to finish this exercise:

1. On the [Child List](#) page, click the  icon in the **Detail** column for a specific child record. The [Child Detail](#) page displays.



Child Detail - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Child Detail
Child Name: Oreo, Child - 100010074
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Eligibility Team Meetings IFSP Notes

Child Detail Enrollment Family Members Health Plans Social History EI Status

Child ID 100010074 Child Status Active
Previous ID MO State ID
Last Name * Oreo MI First Name * Child
AKA Name Gender * Female
Date of Birth * 02/28/2005 Chronological Age 2 Month(s) / 22 Day(s) Adjusted Age 8 Week(s)

Parental Consent Obtained for Eval/Assessment Yes Date 05/16/2005

Race * White (Not Hispanic) Language English
Ethnicity Interpreter Needed? No

Early Intervention Status

Referral Date 05/16/2005 Eligibility Determination Date 05/16/2005 45-Day Timer 4 Day(s)
IFSP Date Annual Review Due 6 Month Review Due

Service Coordinator Intake Coordinator1, Spoe 1000 Phone 999-999-8888
Intake Coordinator

Primary Contact

Name Oreo, Mother Relationship Mother
Phone 816-999-9999 Email

Medicaid

Medicaid Eligible Undetermined MC+ Eligible Undetermined

Service Coordination Transfer History Reset Back Save

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Done Internet

2. Click the **IFSP** tab. The [IFSP Team Summary](#) page displays.

IFSP Team Summary
Child Name: Oreo, Child - 100010074
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Eligibility Team Meetings **IFSP** Notes

Present Level Family Assessment Outcomes Authorizations Other Services Transition

Team Summary - Present Level

Detail	Meeting Date	Domain	Strengths	Concerns
	05/16/2005	Physical	khdsfkjdsf	

1 records

Domain Summary Report Back

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3. Click the **Authorizations** tab. The [Authorizations](#) page displays.

Authorizations
Child Name: Oreo, Child - 100010074
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Eligibility Team Meetings **IFSP** Notes

Present Level Family Assessment Outcomes **Authorizations** Other Services Transition


Authorization List

Detail	Auth #	Meeting Date	Start Date	Status	Service Type	Type	Provider/Payee
	A100010074-1	05/16/2005	05/16/2005	Expired	Nutrition Services	Eval/Assessment Dietitian, Provider / EI Agency	

1 records

Print Add Authorization Back

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 **Tip:** Under **Search Filter**, you can select the **Show Meeting Specific** check box to display only those authorizations that are specific to the current team meeting in the **Authorization List** table. When the check box is selected or cleared, the information displayed in the **Authorization List** table is refreshed.


4. View the list of authorizations displayed in the **Authorization List** table.

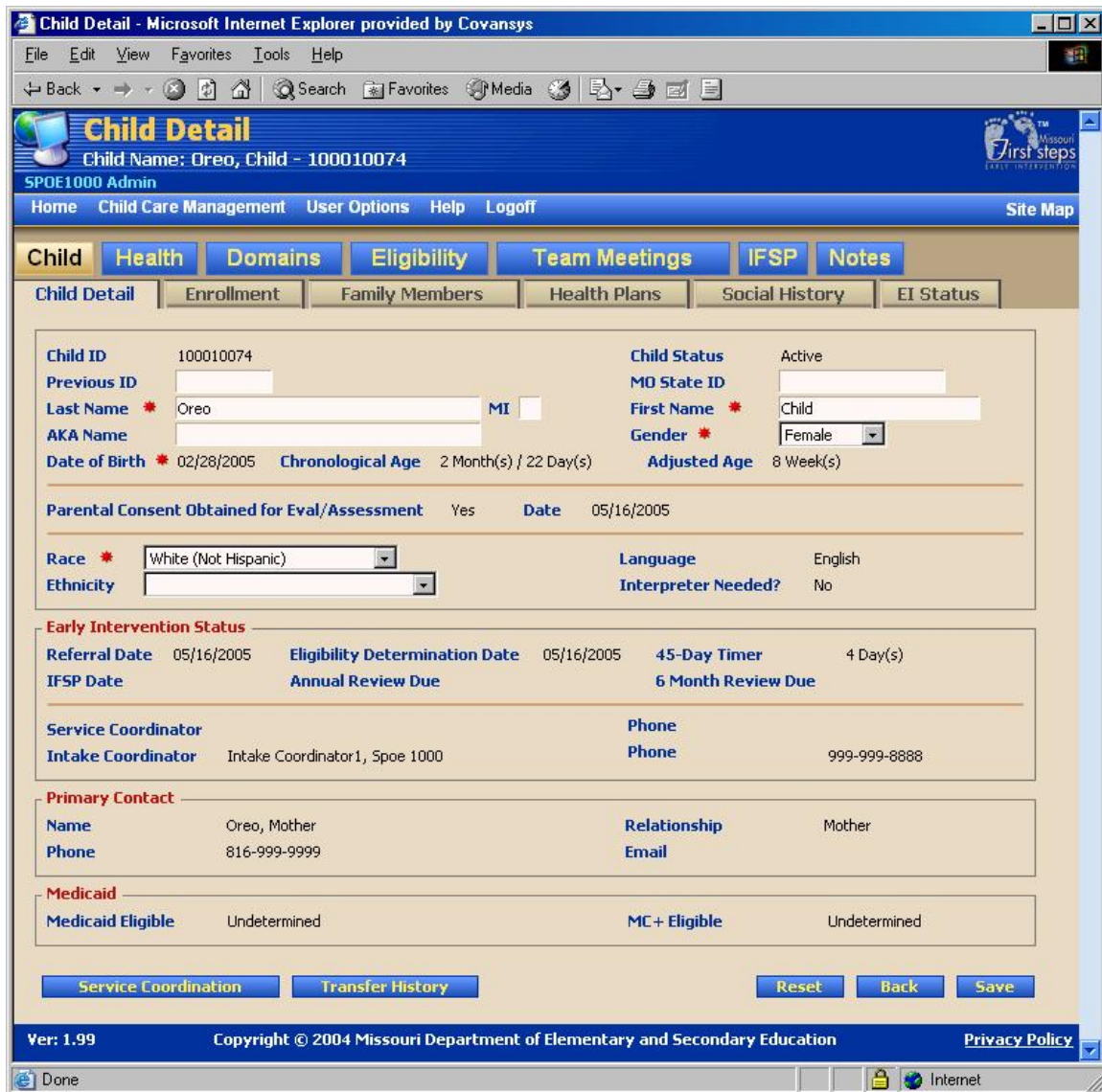
 **Tip:** You can click the  icon in the **Detail** column to view detailed authorization information. The [View Authorization Detail](#) page displays when clicked.

Create an Evaluation/Assessment Authorization

Use this exercise to create an evaluation/assessment authorization.

Complete the following steps to finish this exercise:

1. On the [Child List](#) page, click the  icon in the **Detail** column for a specific child record. The [Child Detail](#) page displays.



Child Detail
Child Name: Oreo, Child - 100010074
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Eligibility Team Meetings IFSP Notes

Child Detail Enrollment Family Members Health Plans Social History EI Status

Child ID 100010074 Child Status Active
Previous ID MO State ID
Last Name * Oreo MI First Name * Child
AKA Name Gender * Female
Date of Birth * 02/28/2005 Chronological Age 2 Month(s) / 22 Day(s) Adjusted Age 8 Week(s)
Parental Consent Obtained for Eval/Assessment Yes Date 05/16/2005
Race * White (Not Hispanic) Language English
Ethnicity Interpreter Needed? No

Early Intervention Status
Referral Date 05/16/2005 Eligibility Determination Date 05/16/2005 45-Day Timer 4 Day(s)
IFSP Date Annual Review Due 6 Month Review Due
Service Coordinator
Intake Coordinator Intake Coordinator1, Spoe 1000 Phone 999-999-8888
Phone
Primary Contact
Name Oreo, Mother Relationship Mother
Phone 816-999-9999 Email
Medicaid
Medicaid Eligible Undetermined MC+ Eligible Undetermined

Service Coordination Transfer History Reset Back Save

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2. Click the **IFSP** tab. The [IFSP Team Summary](#) page displays.

IFSP Team Summary - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media

IFSP Team Summary
Child Name: Oreo, Child - 100010074
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Eligibility Team Meetings **IFSP** Notes

Present Level Family Assessment Outcomes Authorizations Other Services Transition

Team Summary - Present Level

Detail	Meeting Date	Domain	Strengths	Concerns
	05/16/2005	Physical	khdsfkjdsf	

1 records

Domain Summary Report Back

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Done Internet

3. Click the **Authorizations** tab. The [Authorizations](#) page displays.

IFSP Authorization List - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media

Authorizations
Child Name: Oreo, Child - 100010074
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Eligibility Team Meetings **IFSP** Notes

Present Level Family Assessment Outcomes **Authorizations** Other Services Transition

Authorization List

Detail	Auth #	Meeting Date	Start Date	Status	Service Type	Type	Provider/Payee
	A100010074-1	05/16/2005	05/16/2005	Expired	Nutrition Services	Eval/Assessment	Dietitian, Provider / EI Agency

1 records

Add Authorization

Print Back

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Done Internet

4. Click **Add Authorization**. The [New Authorizations \(Page 1\)](#) page displays.

New Authorization - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print

New Authorization
Child Name: Oreo, Child - 100010074
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Authorization Type *
Service Type *

Back Next

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5. Select **Evaluation/Assessment** as the **Authorization Type**. The page refreshed based on the **Authorization Type** selected.

New Authorization - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print

New Authorization
Child Name: Oreo, Child - 100010074
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Authorization Type * Evaluation/Assessment
Service Type *

Evaluation/Assessment is needed for
☐ Eligibility Determination ☒ IFSP Development

Select Related Domain(s)
☐ Adaptive ☐ Cognitive ☐ Communication ☐ Physical ☐ Social/Emotional ☐ Vision ☐ Hearing

Back Next

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6. In **Service Type**, select the service type for the authorization.
7. Under **Evaluation/Assessment is Needed for**, select either the **Eligibility Determination** or the **IFSP Development** radio button as necessary.

8. Under **Select Related Domain(s)**, select one or more of the domain check boxes related to the evaluation or assessment to be performed for the child.
9. Click **Next**. The [New Authorizations \(Page 2\)](#) page displays.

New Authorization
Child Name: Oreo, Child - 100010074
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Service Type Health Services **Active Date *** [] To []
Funding Source * [] **Compensatory Service** No []
Method/Location * []
Natural Environment Justification
 Explain why IFSP Team determined that it was not appropriate to provide this service in a natural environment.
 []
Frequency * [] Per [] **Intensity *** []
Comments
 []

☐ **NPA Provider**
Specialty [] **NPA Reason** []


☐ **Provider**
Account ID [] **Payee Name**
First Name [] **MI** [] **Last Name** []
Phone [] **Specialty** []

Reset Back Save

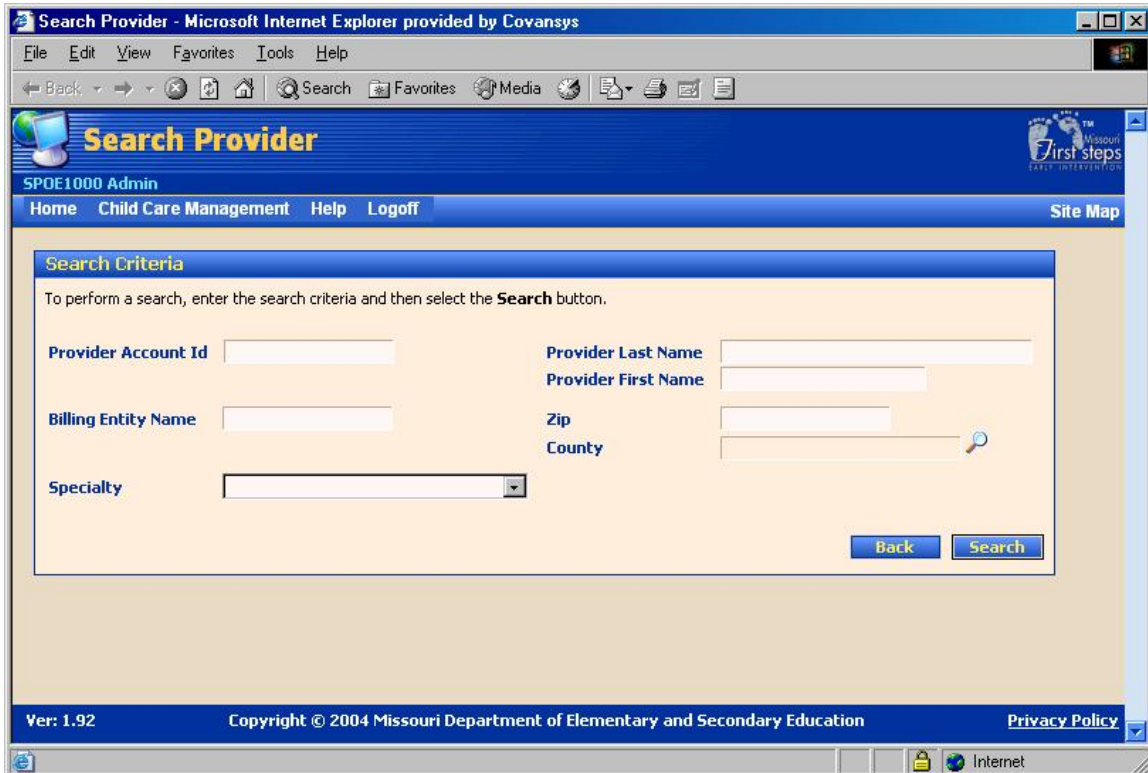
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10. In **Active Date**, enter or select the starting date for the authorization. You can click the icon to select a date from a calendar.
11. In **To**, enter or select the ending date for the authorization. You can click the icon to select a date from a calendar.
12. In **Funding Source**, select the funding source for the authorization.
13. In **Compensatory Service**, indicate whether the authorization is currently marketed as a compensatory service.
14. In **Method/Location**, select a description for the authorization.
15. In **Frequency/Per**, enter/select how often the service is authorized to be performed.
16. In **Intensity**, the duration of the service in minutes.

17. In **Comments**, enter any additional comments about the authorization.

 **Note:** You must specify **either NPA Provider or Provider** to complete the authorization. Selecting the **Provider** radio button will clear any information selected in the **NPA Provider** drop-down lists. To specify an NPA provider, click the **NPA Provider** radio button, then select a **Specialty** and an **NPA Reason**. This exercise will show you how to specify a provider. The steps that follow will show you how to specify a provider for the authorization.

18. Click the  icon next to **Account ID** to search for a specific provider. The [Search Provider](#) page displays.



Search Provider - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail

Search Provider

SPOE1000 Admin

Home Child Care Management Help Logoff Site Map

Search Criteria

To perform a search, enter the search criteria and then select the **Search** button.

Provider Account Id

Provider Last Name

Provider First Name

Billing Entity Name

Zip

County


Specialty

Back Search

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Internet

19. Enter or select information in one or more of the following fields to perform a provider search:

- Provider ID (a complete provider ID number must be entered)
- Provider Last Name (a minimum of 2 characters must be entered to perform a search by last name)
- Provider First Name
- Billing Entity Name (a minimum of 2 characters must be entered to perform a search by billing entity name)
- Zip (at least 3 digits must be entered to perform a search by zip code)
- County (click the  icon to display the [County Search](#) page)
- Specialty

20. Click **Search** to perform a search based on the specified filter criteria.

The [Provider List](#) page displays a list of providers that match the filter criteria specified.

21. Click the link in the **Select** column to select a specific provider and return to the [New Authorization \(Page 2\)](#) page. The page is refreshed and displays the following information under **Provider** based on your selection:


- Account ID
- Payee Name
- First Name
- MI
- Last Name
- Phone
- Specialty

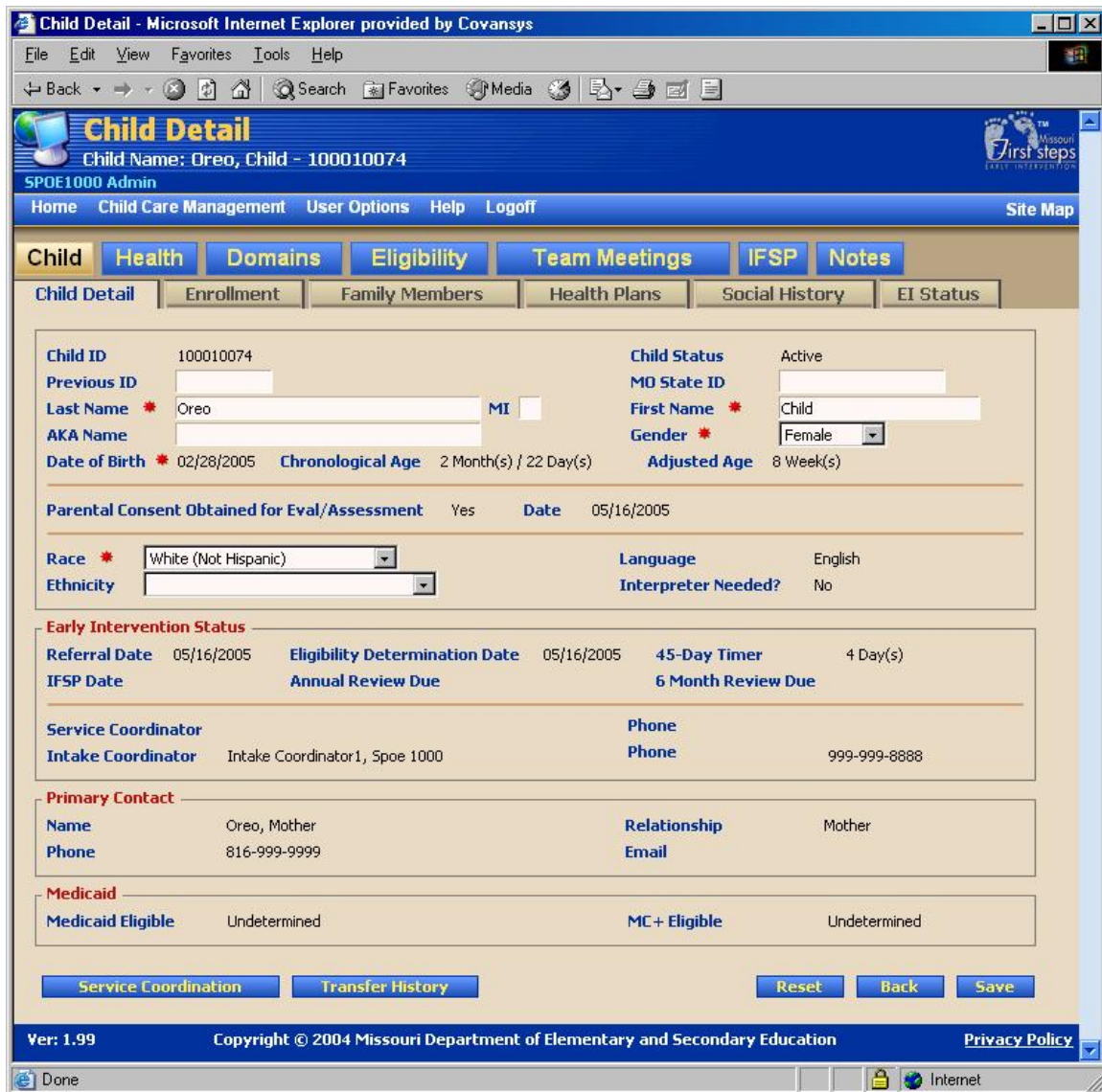
22. Click **Save**. The [Authorizations](#) page refreshes and displays the authorization you entered.

Create a Team Meeting Authorization

Use this exercise to create a team meeting authorization.

Complete the following steps to finish this exercise:

1. On the [Child List](#) page, click the  icon in the **Detail** column for a specific child record. The [Child Detail](#) page displays.



Child Detail - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Child Detail
Child Name: Oreo, Child - 100010074
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Eligibility Team Meetings IFSP Notes

Child Detail Enrollment Family Members Health Plans Social History EI Status

Child ID 100010074 Child Status Active
Previous ID MO State ID
Last Name * Oreo MI First Name * Child
AKA Name Gender * Female
Date of Birth * 02/28/2005 Chronological Age 2 Month(s) / 22 Day(s) Adjusted Age 8 Week(s)

Parental Consent Obtained for Eval/Assessment Yes Date 05/16/2005

Race * White (Not Hispanic) Language English
Ethnicity Interpreter Needed? No

Early Intervention Status

Referral Date 05/16/2005 Eligibility Determination Date 05/16/2005 45-Day Timer 4 Day(s)
IFSP Date Annual Review Due 6 Month Review Due

Service Coordinator
Intake Coordinator Intake Coordinator1, Spoe 1000 Phone 999-999-8888

Primary Contact

Name Oreo, Mother Relationship Mother
Phone 816-999-9999 Email

Medicaid

Medicaid Eligible Undetermined MC+ Eligible Undetermined

Service Coordination Transfer History Reset Back Save

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Done Internet

2. Click the **IFSP** tab. The [IFSP Team Summary](#) page displays.

IFSP Team Summary - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media

IFSP Team Summary
Child Name: Oreo, Child - 100010074
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Eligibility Team Meetings **IFSP** Notes

Present Level Family Assessment Outcomes Authorizations Other Services Transition

Team Summary - Present Level

Detail	Meeting Date	Domain	Strengths	Concerns
	05/16/2005	Physical	khdsfkjdsf	

1 records

Domain Summary Report Back

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Done Internet

3. Click the **Authorizations** tab. The [Authorizations](#) page displays.

IFSP Authorization List - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media

Authorizations
Child Name: Oreo, Child - 100010074
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Eligibility Team Meetings **IFSP** Notes

Present Level Family Assessment Outcomes **Authorizations** Other Services Transition

Authorization List

Detail	Auth #	Meeting Date	Start Date	Status	Service Type	Type	Provider/Payee
	A100010074-1	05/16/2005	05/16/2005	Expired	Nutrition Services	Eval/Assessment	Dietitian, Provider / EI Agency

1 records

Add Authorization

Print Back

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Done Internet

4. Click **Add Authorization**. The [New Authorizations \(Page 1\)](#) page displays.

The screenshot shows a web browser window titled "New Authorization - Microsoft Internet Explorer provided by Covansys". The browser's address bar and menu bar are visible. The web page has a blue header with the title "New Authorization" and a sub-header "Child Name: Oreo, Child - 100010074". Below the header is a navigation bar with links: "Home", "Child Care Management", "User Options", "Help", "Logoff", and "Site Map". The main content area is a light beige form with two dropdown menus: "Authorization Type" and "Service Type", both marked with a red asterisk. At the bottom right of the form are "Back" and "Next" buttons. The footer of the page includes "Ver: 1.99", "Copyright © 2004 Missouri Department of Elementary and Secondary Education", and a "Privacy Policy" link. The browser's status bar at the bottom shows "Internet".

5. Select **Team Meeting** as the **Authorization Type**.
6. In **Service Type**, select the service type for the authorization.
7. Click **Next**. The [New Authorizations \(Page 2\)](#) page displays.

New Authorization
Child Name: Oreo, Child - 100010074
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Service Type Team Mtg - IFSP **Active Date *** [] To []

Funding Source * [] **Compensatory Service** No

Method/Location * []

Natural Environment Justification
Explain why IFSP Team determined that it was not appropriate to provide this service in a natural environment

Frequency * [] Per [] **Intensity *** []

Comments []


☐ **NPA Provider**
Specialty [] **NPA Reason** []


☐ **Provider**
Account ID [] **Payee Name**
First Name [] **MI** [] **Last Name** []
Phone [] **Specialty** []

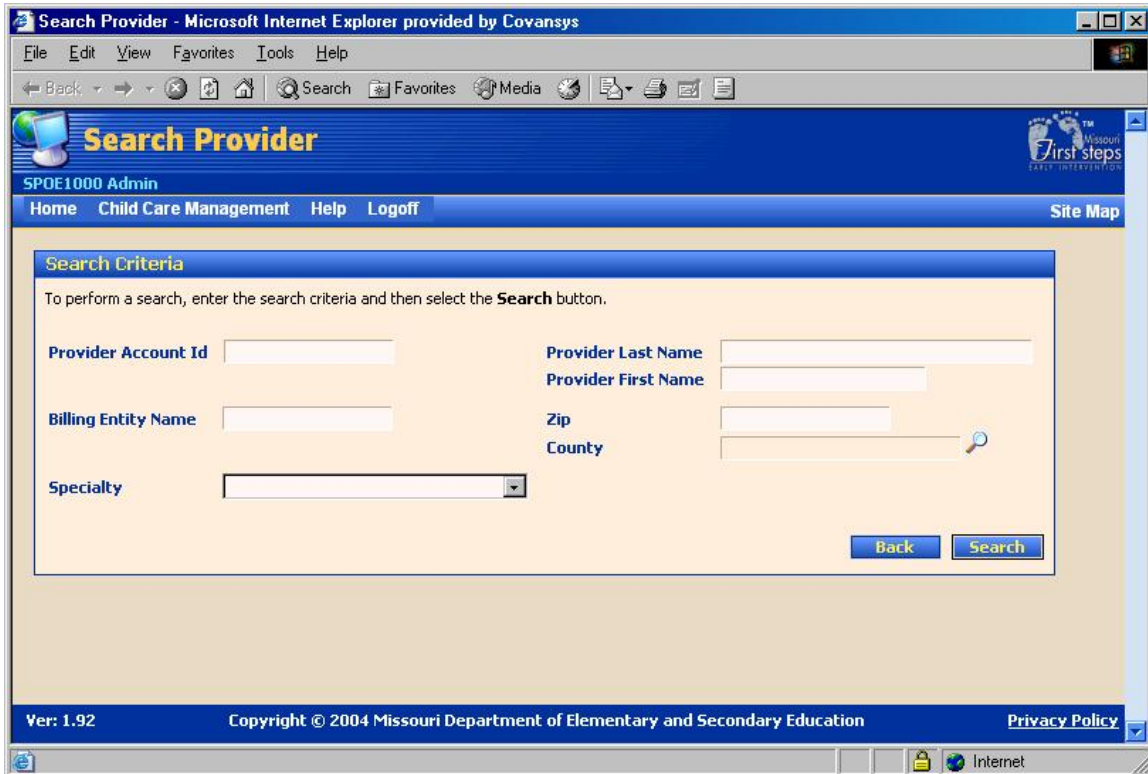
Reset Back Save

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8. In **Active Date**, enter or select the starting date for the authorization. You can click the icon to select a date from a calendar.
9. In **To**, enter or select the ending date for the authorization. You can click the icon to select a date from a calendar.
10. In **Funding Source**, select the funding source for the authorization.
11. In **Compensatory Service**, indicate whether the authorization is currently marketed as a compensatory service.
12. In **Method/Location**, select a description for the authorization.
13. In **Frequency/Per**, enter/select how often the service is authorized to be performed.
14. In **Intensity**, the duration of the service in minutes.
15. In **Comments**, enter any additional comments about the authorization.

 **Note:** You must specify **either NPA Provider or Provider** to complete the authorization. Selecting the **Provider** radio button will clear any information selected in the **NPA Provider** drop-down lists. To specify an NPA provider, click the **NPA Provider** radio button, then select a **Specialty** and an **NPA Reason**. This exercise will show you how to specify a provider. The steps that follow will show you how to specify a provider for the authorization.

16. Click the  icon next to **Account ID** to search for a specific provider. The [Search Provider](#) page displays.



17. Enter or select information in one or more of the following fields to perform a provider search:

- Provider ID (a complete provider ID number must be entered)
- Provider Last Name (a minimum of 2 characters must be entered to perform a search by last name)
- Provider First Name
- Billing Entity Name (a minimum of 2 characters must be entered to perform a search by billing entity name)
- Zip (at least 3 digits must be entered to perform a search by zip code)
- County (click the  icon to display the [County Search](#) page)
- Specialty


18. Click **Search** to perform a search based on the specified filter criteria. The [Provider List](#) page displays a list of providers that match the filter criteria specified.
19. Click the link in the **Select** column to select a specific provider and return to the [New Authorization \(Page 2\)](#) page. The page is refreshed and displays the following information under **Provider** based on your selection:
 - Account ID
 - Payee Name
 - First Name
 - MI
 - Last Name
 - Phone
 - Specialty
20. Click **Save**. The [Authorizations](#) page refreshes and displays the authorization you entered.

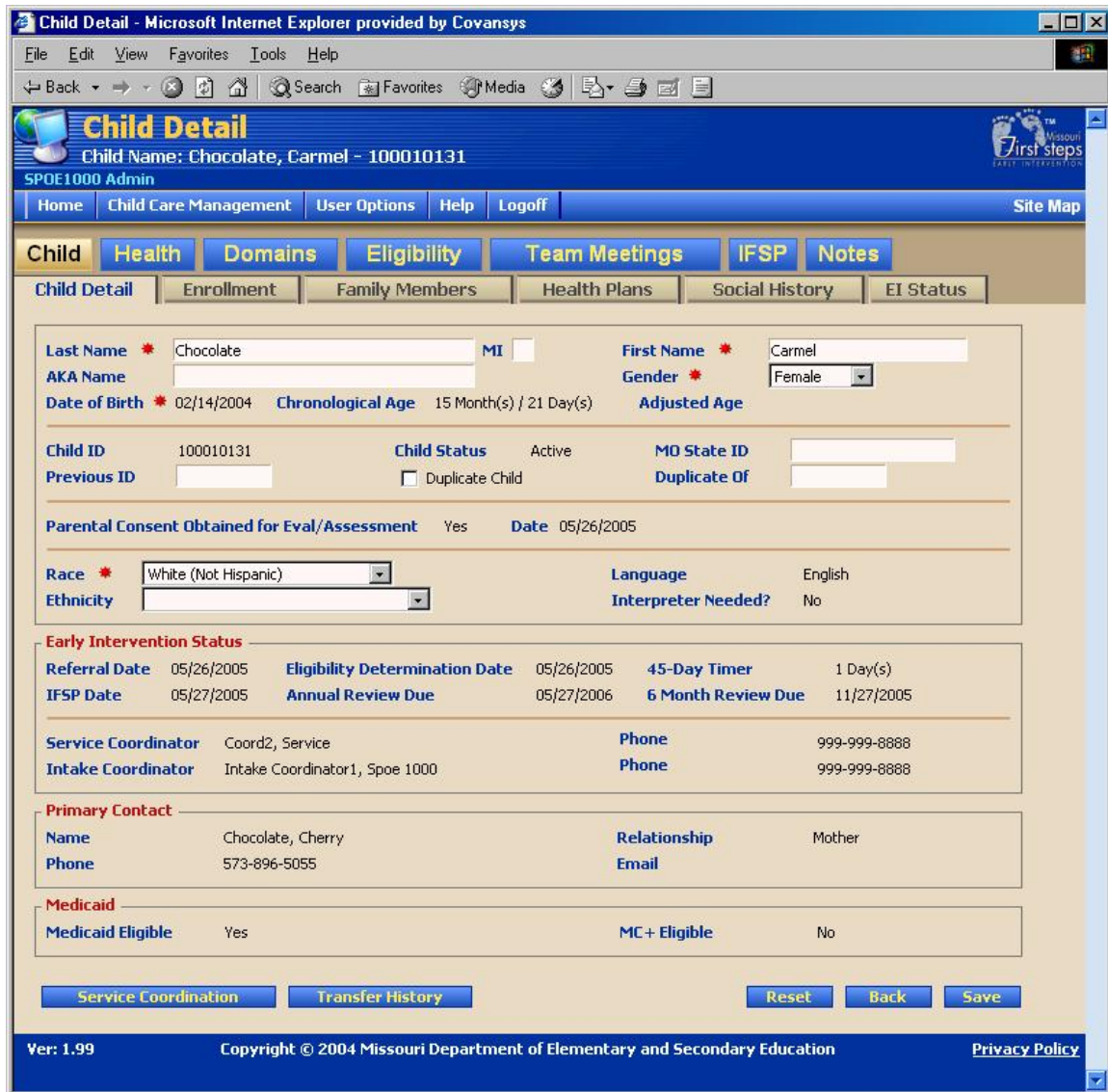
Perform Authorization Maintenance (Change Service Provider)

Use this exercise to perform maintenance tasks on an authorization.

Note: This option is available anytime the authorization is active or has a future start date and has not been canceled.

Complete the following steps to finish this exercise:

1. On the [Child List](#) page, click the  icon in the **Detail** column for a specific child record. The [Child Detail](#) page displays.



Child Detail - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print

Child Detail
Child Name: Chocolate, Carmel - 100010131
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Eligibility Team Meetings IFSP Notes

Child Detail Enrollment Family Members Health Plans Social History EI Status

Last Name * Chocolate MI First Name * Carmel
AKA Name Gender * Female
Date of Birth * 02/14/2004 Chronological Age 15 Month(s) / 21 Day(s) Adjusted Age
Child ID 100010131 Child Status Active MO State ID
Previous ID Duplicate Child Duplicate Of
Parental Consent Obtained for Eval/Assessment Yes Date 05/26/2005
Race * White (Not Hispanic) Language English
Ethnicity Interpreter Needed? No

Early Intervention Status
Referral Date 05/26/2005 Eligibility Determination Date 05/26/2005 45-Day Timer 1 Day(s)
IFSP Date 05/27/2005 Annual Review Due 05/27/2006 6 Month Review Due 11/27/2005
Service Coordinator Coord2, Service Phone 999-999-8888
Intake Coordinator Intake Coordinator1, Spoe 1000 Phone 999-999-8888

Primary Contact
Name Chocolate, Cherry Relationship Mother
Phone 573-896-5055 Email
Medicaid
Medicaid Eligible Yes MC+ Eligible No

Service Coordination Transfer History Reset Back Save

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2. Click the **IFSP** tab. The [IFSP Team Summary](#) page displays.

IFSP Team Summary - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media

IFSP Team Summary

Child Name: Chocolate, Carmel - 100010131

SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Eligibility Team Meetings IFSP Notes

Present Level Family Assessment Outcomes Authorizations Other Services Transition

Team Summary - Present Level

Detail	Meeting Date	Domain	Strengths	Concerns
	05/27/2005	Physical	jsfksjffkdsafdsfdfs	jfksldfksfids
	05/27/2005	Communication	jfjfkdsjfdsfdsfd	fjslfdjsfidsjlf
	05/27/2005	Social/Emotional	fdfdsfdfsfd	sfdsfdsfdfsda

1 3 records

Domain Summary Report Back

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- Click the **Authorizations** tab. The [Authorizations](#) page displays.

IFSP Authorization List - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media










Authorizations
Child Name: Chocolate, Carmel - 100010131
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Eligibility Team Meetings IFSP Notes

Present Level Family Assessment Outcomes Authorizations Other Services Transition

Authorization List


Detail	Auth #	Meeting Date	Start Date	Status	Service Type	Type	Provider/Payee
	A100010131-3	05/27/2005	05/26/2005	Active	Occupational Therapy	Eval/Assessment	NPA
	A100010131-1	05/27/2005	05/31/2005	Discontinued	Physical Therapy	Eval/Assessment	Phys. Therapist Asst, Provider / EI Agency
	A100010131-2	05/27/2005	05/27/2005	Active	Physical Therapy	Service	Physical Therapist, Provider / EI Agency
	A100010131-4	05/27/2005	05/27/2005	Active	Nursing Services	Service	Nurse (Registered), Provider / EI Agency
	A100010131-5	05/27/2005	05/27/2005	Active	Assistive Technology	Assistive Technology	Assistive Technology, Provider / EI Agency
	A100010131-6	05/27/2005	05/27/2005	Active	Trans. & Related Cost	Transportation	Transportation, Provider / EI Agency
	A100010131-8	05/27/2005	05/27/2005	Active	Service Coordination	Service	Coord2, Service / Service Coord 2
	A100010131-9	05/27/2005	05/27/2005	Active	Assistive Technology	Assistive Technology	Assistive Technology, Provider / EI Agency
	A100010131-10	05/27/2005	05/27/2005	Active	Nursing Services	Service	Test, RN / RN Test Payee

1 9 records

Add Authorization

Print Back

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- Click the  icon in the **Detail** column for a specific authorization. The [View Authorization Detail](#) page displays.

View Authorization Detail - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

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View Authorization Detail

Child Name: Chocolate, Carmel - 100010131

SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Authorization # A100010131-2 **Authorization Status** Active

Service Type Physical Therapy **Dates** 05/27/2005 To 06/30/2005

Authorization Type Service **Eff. Cancel Date**

Compensatory Service No

Comments

Authorization Maintenance List

Maintenance Type	Period	Name
Primary Provider	06/10/2005 - 06/30/2005	Physical Therapist, Provider / EI Agency
Funding Source	05/27/2005 - 06/30/2005	CFO
Primary Provider	05/27/2005 - 06/09/2005	Physical Therapist, Provider / EI Agency

1 3 records

Authorization Line

EI Code	Method/Location	Natural Environment Justification	Frequency	Intensity
5013	Direct Child Service/Home		2 / Week	45

[View Outcomes](#) [Authorization Maintenance](#) [Back](#)

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- Click **Authorization Maintenance**. The [Authorization Maintenance](#) page displays.

Edit Authorization - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

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Authorization Maintenance
Child Name: Chocolate, Carmel - 100010131
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Modify Authorization

Authorization # A100010131-2
Service Type Physical Therapy
Authorization Type Service
Compensatory Service No
Provider Physical Therapist, Provider
Provider Dates 05/27/2005 To 06/09/2005

Authorization Status Active
Authorized Dates 05/27/2005 To 06/30/2005
Eff. Cancel Date
Funding Source CFO
Payee EI Agency

Authorization Line

EI Code	Method/Location	Natural Environment Justification	Frequency	Intensity
5013	Direct Child Service/Home		2 / Week	45

1 records

View Outcomes Reset Back Save

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- In the **Modify Authorizations** drop down list, select the task to perform. For this exercise, select the **Change Service Provider** option. The page is refreshed based on the selection made.

Edit Authorization - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media

Authorization Maintenance

Child Name: Chocolate, Carmel - 100010131

SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Modify Authorization

Change Service Provider Provider Acct # Change Provider Date

Provider - Payee

Authorization # A100010131-2
Service Type Physical Therapy
Authorization Type Service
Compensatory Service No
Provider Physical Therapist, Provider
Provider Dates 05/27/2005 To 06/09/2005

Authorization Status Active
Authorized Dates 05/27/2005 To 06/30/2005
Eff. Cancel Date
Funding Source CFO
Payee EI Agency

Authorization Line

El Code	Method/Location	Natural Environment Justification	Frequency	Intensity
5013	Direct Child Service/Home		2 / Week	45

1 records

View Outcomes Reset Back Save

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7. Click the  icon next to **Provider Acct #**. The [Search Provider](#) page displays.

The screenshot shows a web browser window titled "Search Provider - Microsoft Internet Explorer provided by Covansys". The browser's address bar and menu bar are visible. The web application has a blue header with the "Search Provider" logo and a "Missouri First Steps" logo. Below the header is a navigation bar with links: "Home", "Child Care Management", "User Options", "Help", "Logoff", and "Site Map". The main content area is titled "Search Criteria" and contains a form with the following fields: "Provider Account Id", "Provider Last Name", "Provider First Name", "Billing Entity Name", "Zip", "County", and "Specialty". The "Specialty" field is a dropdown menu. There are "Back" and "Search" buttons at the bottom right of the form. The footer of the application displays "Ver: 1.99", "Copyright © 2004 Missouri Department of Elementary and Secondary Education", and a "Privacy Policy" link.

8. Enter or select information in one or more of the following fields to perform a search:
 - Provider ID (a complete provider ID number must be entered)
 - Provider Last Name (a minimum of 2 characters must be entered to perform a search by last name)
 - Provider First Name
 - Billing Entity Name (a minimum of 2 characters must be entered to perform a search by billing entity name)
 - Zip
 - County (selected by [County Search](#))
 - Specialty

 **Note:** For this exercise, select the **Physical Therapist** option in the **Specialty** drop-down list.

9. Click **Search** to perform a search based on the specified filter criteria. The [Provider List](#) page displays.

Provider List - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media

Search Provider

SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Provider List

Select	Last Name	First Name	Provider Account #	Specialty	Billing Entity	County
Select	Assistive Technology	Provider	000000603-0000	Physical Therapist	EI Agency	
Select	Assistive Technology	Provider	000000415-0010	Physical Therapist	EI Agency	
Select	Assistive Technology	Provider	000001402-0000	Physical Therapist	EI Agency	
Select	Assistive Technology	Provider	000000415-0008	Physical Therapist	EI Agency	
Select	Assistive Technology	Provider	000000406-0022	Physical Therapist, Assistive Technology Provider	EI Agency	
Select	Assistive Technology	Provider	000000415-0004	Physical Therapist	EI Agency	
Select	Occupational Therapist	Provider	000024103-0007	Physical Therapist	EI Agency	
Select	Occupational Therapist	Provider	000051003-0000	Physical Therapist	EI Agency	

1 2 3 4 5 > >| 323 records

Back

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Done Local intranet

10. Click the link in the **Select** column to select a specific provider. The [Authorization Maintenance](#) page displays and refreshes to show the provider selection you made.

Edit Authorization - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media

Authorization Maintenance
Child Name: Chocolate, Carmel - 100010131
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Modify Authorization

Change Service Provider Provider Acct # 000045103-0000 Change Provider Date

Provider - Payee Phys. Therapist Asst, Provider - EI Agency

Authorization # A100010131-2 Authorization Status Active
Service Type Physical Therapy Authorized Dates 05/27/2005 To 06/30/2005
Authorization Type Service Eff. Cancel Date
Compensatory Service No Funding Source CFO
Provider Physical Therapist, Provider Payee EI Agency
Provider Dates 05/27/2005 To 06/09/2005

Authorization Line

El Code	Method/Location	Natural Environment Justification	Frequency	Intensity
5013	Direct Child Service/Home		2 / Week	45

1 records

View Outcomes Reset Back Save

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11. In **Change Provider Date**, enter or select the date on which the provider will be changed. The date entered must be a future date.
12. Click **Save**. The [View Authorization Detail](#) page is displayed and refreshed to show the changes you made.

View Authorization Detail - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media

View Authorization Detail

Child Name: Chocolate, Carmel - 100010131

SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Authorization # A100010131-2
Service Type Physical Therapy
Authorization Type Service
Compensatory Service No
Comments

Authorization Status Active
Dates 05/27/2005 To 06/30/2005
Eff. Cancel Date

Authorization Maintenance List

Maintenance Type	Period	Name
Primary Provider	06/16/2005 - 06/30/2005	Phys. Therapist Asst, Provider / EI Agency
Primary Provider	06/10/2005 - 06/15/2005	Physical Therapist, Provider / EI Agency
Funding Source	05/27/2005 - 06/30/2005	CFO
Primary Provider	05/27/2005 - 06/09/2005	Physical Therapist, Provider / EI Agency


1 4 records

Authorization Line

EI Code	Method/Location	Natural Environment Justification	Frequency	Intensity
5013	Direct Child Service/Home		2 / Week	45


[View Outcomes](#)
[Authorization Maintenance](#)
[Back](#)

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 **Note:** Error correction is possible as long as the **Change Provider Date** is in the future. If an error is found, the provider may be changed again to the correct provider. Based on the effective date, the last provider added is the one that will be able to bill on the authorization (as long as the start date is the same or prior to the start date for the initial provider change).

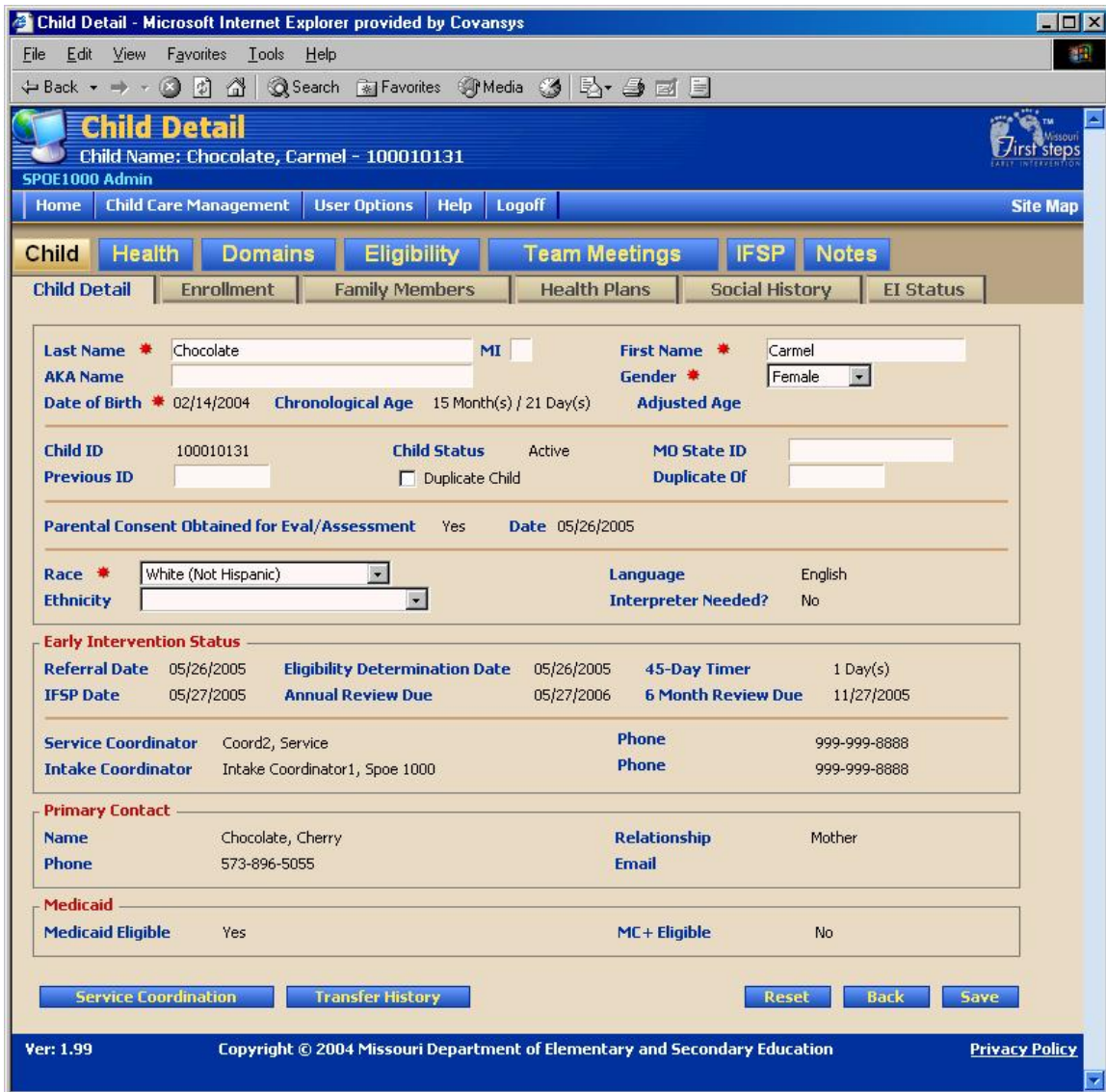
Perform Authorization Maintenance (Add a Covering Provider)

Use this exercise to perform maintenance tasks on an authorization.

 **Note:** This option is available anytime the authorization is active or has a future start date and has not been canceled.

Complete the following steps to finish this exercise:

1. On the [Child List](#) page, click the  icon in the **Detail** column for a specific child record. The [Child Detail](#) page displays.



Child Detail - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Child Detail
Child Name: Chocolate, Carmel - 100010131
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Eligibility Team Meetings IFSP Notes

Child Detail Enrollment Family Members Health Plans Social History EI Status

Last Name * Chocolate MI First Name * Carmel
AKA Name Gender * Female
Date of Birth * 02/14/2004 Chronological Age 15 Month(s) / 21 Day(s) Adjusted Age
Child ID 100010131 Child Status Active MO State ID
Previous ID Duplicate Child Duplicate Of
Parental Consent Obtained for Eval/Assessment Yes Date 05/26/2005
Race * White (Not Hispanic) Language English
Ethnicity Interpreter Needed? No

Early Intervention Status

Referral Date	05/26/2005	Eligibility Determination Date	05/26/2005	45-Day Timer	1 Day(s)
IFSP Date	05/27/2005	Annual Review Due	05/27/2006	6 Month Review Due	11/27/2005

Service Coordinator Coord2, Service Phone 999-999-8888
Intake Coordinator Intake Coordinator1, Spoe 1000 Phone 999-999-8888

Primary Contact

Name	Chocolate, Cherry	Relationship	Mother
Phone	573-896-5055	Email	

Medicaid

Medicaid Eligible	Yes	MC+ Eligible	No
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Service Coordination Transfer History Reset Back Save

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2. Click the **IFSP** tab. The [IFSP Team Summary](#) page displays.

IFSP Team Summary - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media

IFSP Team Summary

Child Name: Chocolate, Carmel - 100010131

SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Eligibility Team Meetings IFSP Notes

Present Level Family Assessment Outcomes Authorizations Other Services Transition

Team Summary - Present Level

Detail	Meeting Date	Domain	Strengths	Concerns
	05/27/2005	Physical	jsfksjffkdsafdsfdfs	jfksldfksfids
	05/27/2005	Communication	jfjfkdsjfdsfdsfd	fjslfdjsfidsjlf
	05/27/2005	Social/Emotional	fdfdsfdfsfd	sfdsfdsfdfsda

1 3 records

Domain Summary Report Back

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- Click the **Authorizations** tab. The [Authorizations](#) page displays.

IFSP Authorization List - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media










Authorizations
Child Name: Chocolate, Carmel - 100010131
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Eligibility Team Meetings IFSP Notes

Present Level Family Assessment Outcomes Authorizations Other Services Transition

Authorization List


Detail	Auth #	Meeting Date	Start Date	Status	Service Type	Type	Provider/Payee
	A100010131-3	05/27/2005	05/26/2005	Active	Occupational Therapy	Eval/Assessment	NPA
	A100010131-1	05/27/2005	05/31/2005	Discontinued	Physical Therapy	Eval/Assessment	Phys. Therapist Asst, Provider / EI Agency
	A100010131-2	05/27/2005	05/27/2005	Active	Physical Therapy	Service	Physical Therapist, Provider / EI Agency
	A100010131-4	05/27/2005	05/27/2005	Active	Nursing Services	Service	Nurse (Registered), Provider / EI Agency
	A100010131-5	05/27/2005	05/27/2005	Active	Assistive Technology	Assistive Technology	Assistive Technology, Provider / EI Agency
	A100010131-6	05/27/2005	05/27/2005	Active	Trans. & Related Cost	Transportation	Transportation, Provider / EI Agency
	A100010131-8	05/27/2005	05/27/2005	Active	Service Coordination	Service	Coord2, Service / Service Coord 2
	A100010131-9	05/27/2005	05/27/2005	Active	Assistive Technology	Assistive Technology	Assistive Technology, Provider / EI Agency
	A100010131-10	05/27/2005	05/27/2005	Active	Nursing Services	Service	Test, RN / RN Test Payee

1 9 records

Add Authorization

Print Back

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- Click the  icon in the **Detail** column for a specific authorization. The [View Authorization Detail](#) page displays.

View Authorization Detail - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media

View Authorization Detail

Child Name: Chocolate, Carmel - 100010131

SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Authorization # A100010131-2 **Authorization Status** Active

Service Type Physical Therapy **Dates** 05/27/2005 To 06/30/2005

Authorization Type Service **Eff. Cancel Date**

Compensatory Service No

Comments

Authorization Maintenance List

Maintenance Type	Period	Name
Primary Provider	06/10/2005 - 06/30/2005	Physical Therapist, Provider / EI Agency
Funding Source	05/27/2005 - 06/30/2005	CFO
Primary Provider	05/27/2005 - 06/09/2005	Physical Therapist, Provider / EI Agency

1 3 records

Authorization Line

EI Code	Method/Location	Natural Environment Justification	Frequency	Intensity
5013	Direct Child Service/Home		2 / Week	45

[View Outcomes](#) [Authorization Maintenance](#) [Back](#)

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5. Click **Authorization Maintenance**. The [Authorization Maintenance](#) page displays.

Edit Authorization - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

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Authorization Maintenance
Child Name: Chocolate, Carmel - 100010131
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Modify Authorization

Authorization # A100010131-2
Service Type Physical Therapy
Authorization Type Service
Compensatory Service No
Provider Physical Therapist, Provider
Provider Dates 05/27/2005 To 06/09/2005
Authorization Status Active
Authorized Dates 05/27/2005 To 06/30/2005
Eff. Cancel Date
Funding Source CFO
Payee EI Agency

Authorization Line

El Code	Method/Location	Natural Environment Justification	Frequency	Intensity
5013	Direct Child Service/Home		2 / Week	45

1 records

View Outcomes Reset Back Save

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- In the **Modify Authorizations** drop down list, select the task to perform. For this exercise, select the **Add a Covering Provider** option. The page is refreshed based on the selection made.

Edit Authorization - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

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Authorization Maintenance

Child Name: Chocolate, Carmel - 100010131

SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Modify Authorization

Provider Acct #
 Covering Dates To

Provider - Payee

Authorization #	A100010131-2	Authorization Status	Active
Service Type	Physical Therapy	Authorized Dates	05/27/2005 To 06/30/2005
Authorization Type	Service	Eff. Cancel Date	
Compensatory Service	No	Funding Source	CFO
Provider	Physical Therapist, Provider	Payee	EI Agency
Provider Dates	05/27/2005 To 06/09/2005		

Authorization Line

El Code	Method/Location	Natural Environment Justification	Frequency	Intensity
5013	Direct Child Service/Home		2 / Week	45

1 records

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- Click the  icon next to **Provider Acct #**. The [Search Provider](#) page displays.

Search Provider - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print

Search Provider

SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Search Criteria

To perform a search, enter the search criteria and then select the **Search** button.

Provider Account Id

Provider Last Name

Provider First Name

Billing Entity Name

Zip

County

Specialty

Back Search

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Done Local intranet

8. Enter or select information in one or more of the following fields to perform a search:
 - Provider ID (a complete provider ID number must be entered)
 - Provider Last Name (a minimum of 2 characters must be entered to perform a search by last name)
 - Provider First Name
 - Billing Entity Name (a minimum of 2 characters must be entered to perform a search by billing entity name)
 - Zip
 - County (selected by [County Search](#))
 - Specialty

 **Note:** For this exercise, select the **Physical Therapist** option in the **Specialty** drop-down list.

9. Click **Search** to perform a search based on the specified filter criteria. The [Provider List](#) page displays.

Provider List - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media

Search Provider

SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Provider List

Select	▲ Last Name	First Name	Provider Account #	Specialty	Billing Entity	County
Select	Assistive Technology	Provider	000000603-0000	Physical Therapist	EI Agency	
Select	Assistive Technology	Provider	000000415-0010	Physical Therapist	EI Agency	
Select	Assistive Technology	Provider	000001402-0000	Physical Therapist	EI Agency	
Select	Assistive Technology	Provider	000000415-0008	Physical Therapist	EI Agency	
Select	Assistive Technology	Provider	000000406-0022	Physical Therapist, Assistive Technology Provider	EI Agency	
Select	Assistive Technology	Provider	000000415-0004	Physical Therapist	EI Agency	
Select	Occupational Therapist	Provider	000024103-0007	Physical Therapist	EI Agency	
Select	Occupational Therapist	Provider	000051003-0000	Physical Therapist	EI Agency	

1 2 3 4 5 > >| 323 records

Back

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Done Local intranet

10. Click the link in the **Select** column to select a specific provider. The [Authorization Maintenance](#) page displays and refreshes to show the provider selection you made.

Edit Authorization - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media

Authorization Maintenance
Child Name: Chocolate, Carmel - 100010131
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Modify Authorization

Add A Covering Provider Provider Acct # 000000309-0008 Covering Dates From To

Provider - Payee Physical Therapist, Provider - EI Agency

Authorization # A100010131-2 **Authorization Status** Active
Service Type Physical Therapy **Authorized Dates** 05/27/2005 To 06/30/2005
Authorization Type Service **Eff. Cancel Date**
Compensatory Service No **Funding Source** CFO
Provider Physical Therapist, Provider **Payee** EI Agency
Provider Dates 05/27/2005 To 06/09/2005

Authorization Line

EI Code	Method/Location	Natural Environment Justification	Frequency	Intensity
5013	Direct Child Service/Home		2 / Week	45

1 records

View Outcomes Reset Back Save

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11. In **Covering Dates**, enter or select the starting and ending dates for which the provider will be covering the authorization.

Note: The date range cannot exceed 21 days or a consecutive three-week period. Only one active covering provider is allowed at one time on an authorization. The covering date range must contain a start date in the future based on today's date.

12. Click **Save**. The [View Authorization Detail](#) page is displayed and refreshed to show the changes you made.

View Authorization Detail - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media

View Authorization Detail

Child Name: Chocolate, Carmel - 100010131

SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Authorization # A100010131-2
Service Type Physical Therapy
Authorization Type Service
Compensatory Service No
Comments

Authorization Status Active
Dates 05/27/2005 To 06/30/2005
Eff. Cancel Date

Authorization Maintenance List

Maintenance Type	Period	Name
Covering Provider	06/17/2005 - 06/28/2005	Physical Therapist, Provider / EI Agency
Primary Provider	06/16/2005 - 06/30/2005	Phys. Therapist Asst, Provider / EI Agency
Primary Provider	06/10/2005 - 06/15/2005	Physical Therapist, Provider / EI Agency
Funding Source	05/27/2005 - 06/30/2005	CFO


1 5 records

Authorization Line

EI Code	Method/Location	Natural Environment Justification	Frequency	Intensity
5013	Direct Child Service/Home		2 / Week	45

[View Outcomes](#)
[Authorization Maintenance](#)
[Back](#)

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 **Note:** Error correction is available for the covering provider if another covering provider is added to the authorization with a covering start date that is prior to the start date of the original covering provider. The system will remove the previous covering provider in this situation. The image below shows a correction made to the original covering provider displayed on the image above. The start date was prior to the original covering provider's start date.

Authorization # A100010131-10
Service Type Nursing Services
Authorization Type Service
Compensatory Service No
Comments

Authorization Status Active
Dates 05/27/2005 To 06/30/2005
Eff. Cancel Date

Authorization Maintenance List

Maintenance Type	Period	Name
Covering Provider	06/10/2005 - 06/20/2005	Nurse (Registered), Provider / EI Agency
Funding Source	05/27/2005 - 06/30/2005	CFO
Primary Provider	05/27/2005 - 06/30/2005	Test, RN / RN Test Payee

1 3 records


Authorization Line

EI Code	Method/Location	Natural Environment Justification	Frequency	Intensity
3523	Direct Child Service/Other Family Loc.		2 / Week	30


[View Outcomes](#)
[Authorization Maintenance](#)
[Back](#)

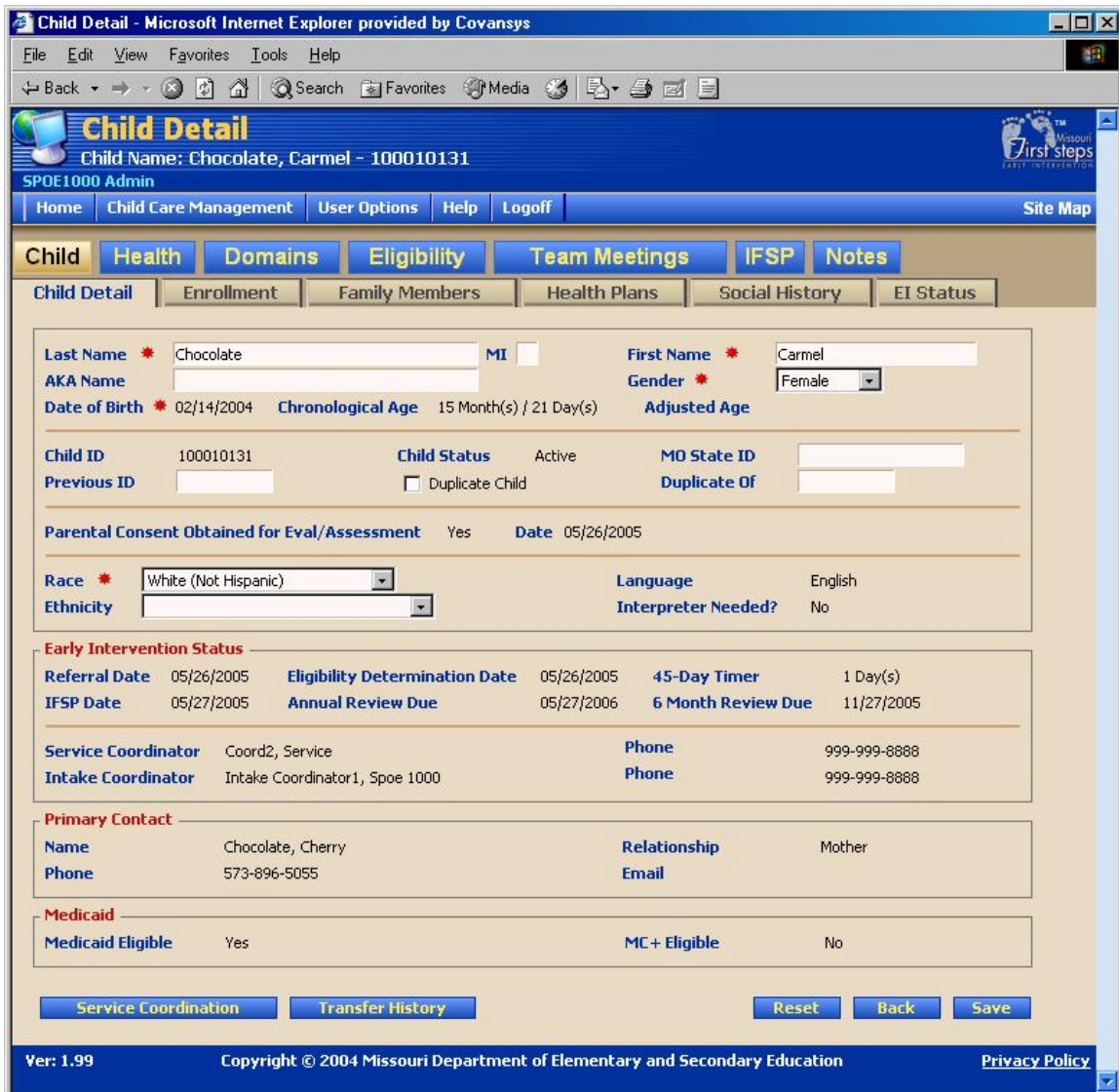
Perform Authorization Maintenance (Cancel an Authorization)

Use this exercise to perform maintenance tasks on an authorization.

 **Note:** Eval/Assess authorizations can be canceled outside of a meeting. Service authorizations can be canceled only when an IFSP Team Meeting is ongoing.

Complete the following steps to finish this exercise:

1. On the [Child List](#) page, click the  icon in the **Detail** column for a specific child record. The [Child Detail](#) page displays.



Child Detail - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Child Detail
Child Name: Chocolate, Carmel - 100010131
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Eligibility Team Meetings IFSP Notes

Child Detail Enrollment Family Members Health Plans Social History EI Status

Last Name * Chocolate MI First Name * Carmel
AKA Name Gender * Female
Date of Birth * 02/14/2004 Chronological Age 15 Month(s) / 21 Day(s) Adjusted Age
Child ID 100010131 Child Status Active MO State ID
Previous ID Duplicate Child Duplicate Of
Parental Consent Obtained for Eval/Assessment Yes Date 05/26/2005
Race * White (Not Hispanic) Language English
Ethnicity Interpreter Needed? No

Early Intervention Status

Referral Date	05/26/2005	Eligibility Determination Date	05/26/2005	45-Day Timer	1 Day(s)
IFSP Date	05/27/2005	Annual Review Due	05/27/2006	6 Month Review Due	11/27/2005

Service Coordinator Coord2, Service Phone 999-999-8888
Intake Coordinator Intake Coordinator1, Spoe 1000 Phone 999-999-8888

Primary Contact

Name	Chocolate, Cherry	Relationship	Mother
Phone	573-896-5055	Email	

Medicaid

Medicaid Eligible	Yes	MC+ Eligible	No
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Service Coordination Transfer History Reset Back Save

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2. Click the **IFSP** tab. The [IFSP Team Summary](#) page displays.

IFSP Team Summary - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media

IFSP Team Summary
 Child Name: Chocolate, Carmel - 100010131
 SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Eligibility Team Meetings **IFSP** Notes

Present Level Family Assessment Outcomes Authorizations Other Services Transition

Team Summary - Present Level

Detail	Meeting Date	Domain	Strengths	Concerns
	05/27/2005	Physical	jsfksjffkdsafdsfdfs	jfksldfksfids
	05/27/2005	Communication	jfjfkdsjfdsfdsfd	fjslfdjsfidsjlf
	05/27/2005	Social/Emotional	fdfdsfdsfdfsfd	sfdsfdsfdfsda

1 3 records

Domain Summary Report Back

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3. Click the **Authorizations** tab. The [Authorizations](#) page displays.

IFSP Authorization List - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media










Authorizations
Child Name: Chocolate, Carmel - 100010131
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Eligibility Team Meetings IFSP Notes

Present Level Family Assessment Outcomes Authorizations Other Services Transition

Authorization List


Detail	Auth #	Meeting Date	Start Date	Status	Service Type	Type	Provider/Payee
	A100010131-3	05/27/2005	05/26/2005	Active	Occupational Therapy	Eval/Assessment	NPA
	A100010131-1	05/27/2005	05/31/2005	Discontinued	Physical Therapy	Eval/Assessment	Phys. Therapist Asst, Provider / EI Agency
	A100010131-2	05/27/2005	05/27/2005	Active	Physical Therapy	Service	Physical Therapist, Provider / EI Agency
	A100010131-4	05/27/2005	05/27/2005	Active	Nursing Services	Service	Nurse (Registered), Provider / EI Agency
	A100010131-5	05/27/2005	05/27/2005	Active	Assistive Technology	Assistive Technology	Assistive Technology, Provider / EI Agency
	A100010131-6	05/27/2005	05/27/2005	Active	Trans. & Related Cost	Transportation	Transportation, Provider / EI Agency
	A100010131-8	05/27/2005	05/27/2005	Active	Service Coordination	Service	Coord2, Service / Service Coord 2
	A100010131-9	05/27/2005	05/27/2005	Active	Assistive Technology	Assistive Technology	Assistive Technology, Provider / EI Agency
	A100010131-10	05/27/2005	05/27/2005	Active	Nursing Services	Service	Test, RN / RN Test Payee

1 9 records

[Add Authorization](#)

[Print](#) [Back](#)

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- Click the  icon in the **Detail** column for a specific authorization. The [View Authorization Detail](#) page displays.

View Authorization Detail - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media

View Authorization Detail

Child Name: Chocolate, Carmel - 100010131

SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Authorization #	A100010131-3	Authorization Status	Active
Service Type	Occupational Therapy	Dates	05/26/2005 To 06/30/2005
Authorization Type	Eval/Assessment	Eff. Cancel Date	
Compensatory Service	No	NPA Reason	No Provider In Area
E/A Type	IFSP Development	Domains	Cognitive, Adaptive
Comments			

Maintenance Type	Period	Name
Funding Source	05/26/2005 - 06/30/2005	CFO
Primary Provider	05/26/2005 - 06/30/2005	NPA

1 2 records

EI Code	Method/Location	Natural Environment Justification	Frequency	Intensity
4514	Evaluation/Assessment/Home		1 / Per Auth	45

Authorization Maintenance Back

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- Click **Authorization Maintenance**. The [Authorization Maintenance](#) page displays.

Edit Authorization - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media

Authorization Maintenance

Child Name: Chocolate, Carmel - 100010131

SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Modify Authorization

Authorization # A100010131-3
Service Type Occupational Therapy
Authorization Type Eval/Assessment
Compensatory Service No
Provider
Provider Dates To

Authorization Status Active
Authorized Dates 05/26/2005 To 06/30/2005
Eff. Cancel Date
Funding Source CFO
Payee

Authorization Line				
El Code	Method/Location	Natural Environment Justification	Frequency	Intensity
4514	Evaluation/Assessment/Home		1 / Per Auth	45

1 records

Reset Back Save

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- In the **Modify Authorizations** drop down list, select the task to perform. For this exercise, select the **Cancel Authorization** option. The page is refreshed based on the selection made.

Edit Authorization - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media

Authorization Maintenance

Child Name: Chocolate, Carmel - 100010131

SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Modify Authorization

Cancel Authorization Cancel Date

Authorization # A100010131-3
Service Type Occupational Therapy
Authorization Type Eval/Assessment
Compensatory Service No
Provider
Provider Dates To

Authorization Status Active
Authorized Dates 05/26/2005 To 06/30/2005
Eff. Cancel Date
Funding Source CFO
Payee

Authorization Line

El Code	Method/Location	Natural Environment Justification	Frequency	Intensity
4514	Evaluation/Assessment/Home		1 / Per Auth	45

1 records

Reset Back Save

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- In **Cancel Date**, enter or select the date on which to cancel the authorization.

Note: The date entered must be equal to or greater than the authorization start date and less than or equal to the authorization end date.

- Click **Save**. The [View Authorization Detail](#) page is displayed and refreshed to show the changes you made.

View Authorization Detail - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media

View Authorization Detail

Child Name: Chocolate, Carmel - 100010131

SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Authorization #	A100010131-3	Authorization Status	Discontinued
Service Type	Occupational Therapy	Dates	05/26/2005 To 06/30/2005
Authorization Type	Eval/Assessment	Eff. Cancel Date	06/10/2005
Compensatory Service	No	NPA Reason	No Provider In Area
E/A Type	IFSP Development	Domains	Cognitive, Adaptive
Comments			

Maintenance Type	Period	Name
Authorization Cancelled	06/10/2005 - 06/30/2005	
Funding Source	05/26/2005 - 06/30/2005	CFO
Primary Provider	05/26/2005 - 06/30/2005	NPA

1 3 records

EI Code	Method/Location	Natural Environment Justification	Frequency	Intensity
4514	Evaluation/Assessment/Home		1 / Per Auth	45


Back

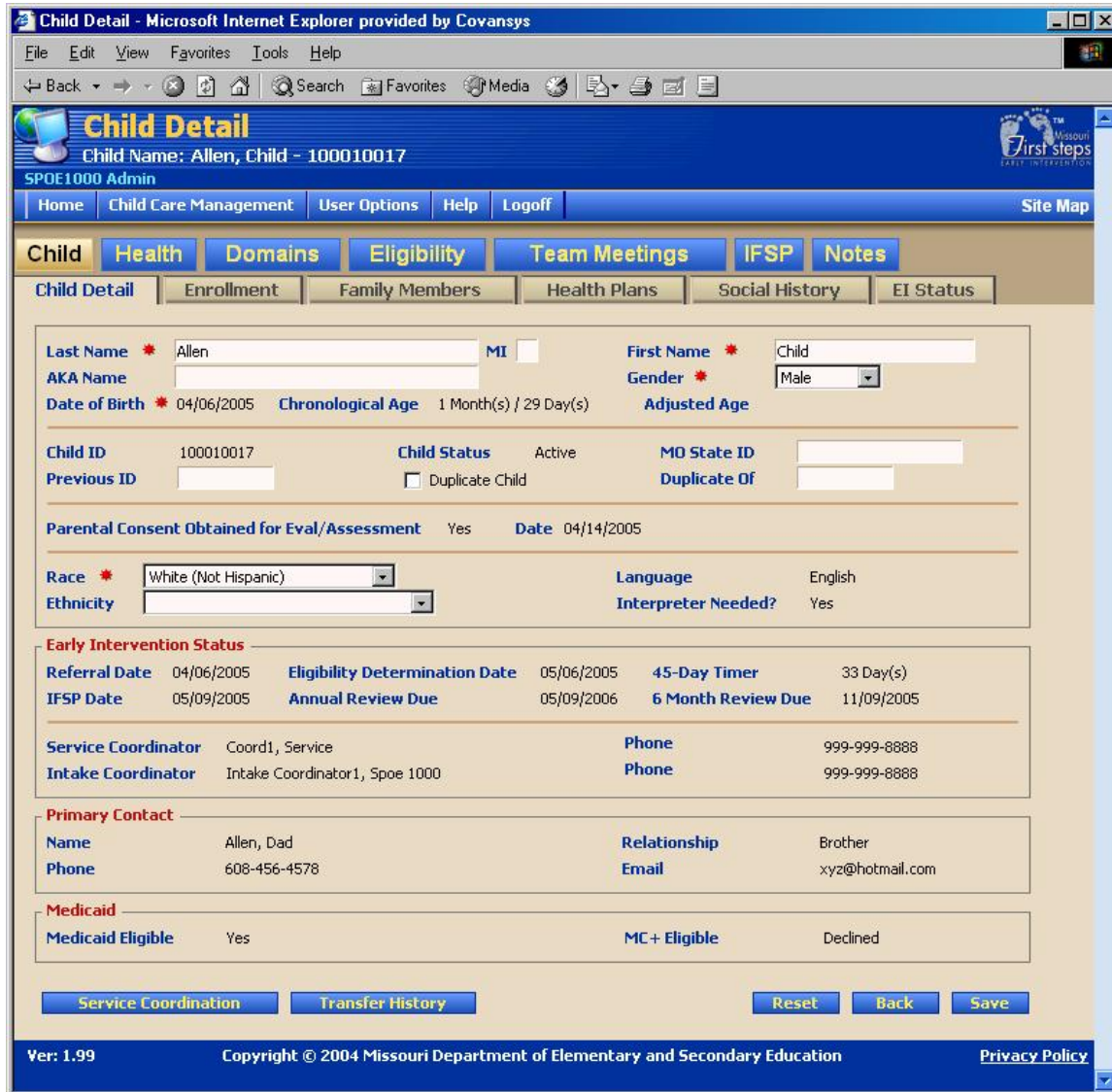
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Perform Authorization Maintenance (Update Authorization Outcomes)

Use this exercise to perform maintenance tasks on an authorization.

Complete the following steps to finish this exercise:

1. On the [Child List](#) page, click the  icon in the **Detail** column for a specific child record. The [Child Detail](#) page displays.



Child Detail - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media

Child Detail
Child Name: Allen, Child - 100010017
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Eligibility Team Meetings IFSP Notes

Child Detail Enrollment Family Members Health Plans Social History EI Status

Last Name * Allen MI First Name * Child
AKA Name Gender * Male
Date of Birth * 04/06/2005 Chronological Age 1 Month(s) / 29 Day(s) Adjusted Age
Child ID 100010017 Child Status Active MO State ID
Previous ID Duplicate Of
Parental Consent Obtained for Eval/Assessment Yes Date 04/14/2005
Race * White (Not Hispanic) Language English
Ethnicity Interpreter Needed? Yes

Early Intervention Status

Referral Date	04/06/2005	Eligibility Determination Date	05/06/2005	45-Day Timer	33 Day(s)
IFSP Date	05/09/2005	Annual Review Due	05/09/2006	6 Month Review Due	11/09/2005

Service Coordinator Coord1, Service Phone 999-999-8888
Intake Coordinator Intake Coordinator1, Spoe 1000 Phone 999-999-8888

Primary Contact

Name	Allen, Dad	Relationship	Brother
Phone	608-456-4578	Email	xyz@hotmail.com

Medicaid

Medicaid Eligible	Yes	MC+ Eligible	Declined
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Service Coordination Transfer History Reset Back Save

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2. Click the **IFSP** tab. The [IFSP Team Summary](#) page displays.

Missouri First Steps Training Manual

IFSP Team Summary - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media

IFSP Team Summary

Child Name: Allen, Child - 100010017

SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Eligibility Team Meetings IFSP Notes

Present Level Family Assessment Outcomes Authorizations Other Services Transition

Team Summary - Present Level

Detail	Meeting Date	Domain	Strengths	Concerns
	05/09/2005	Cognitive	sfvdvdxvdxv	
	05/09/2005	Adaptive	dcds tretsdvdsfEF	
	05/09/2005	Communication	SDFSDFDSFDSFSDFD5	
	05/09/2005	Physical	SDFSFE3FOOPOOPJsd fsdf e	254 8o890[p0-]4 5t3q4~!@#&\$%^&*1)_
	05/09/2005	Hearing	sdcsdfdsfds	
	05/09/2005	Vision	dsfsdf sdf	
	05/09/2005	Social/Emotional	65498456498/5	

1 7 records

Domain Summary Report Back

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3. Click the **Authorizations** tab. The [Authorizations](#) page displays.

IFSP Authorization List - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media

Authorizations

Child Name: Allen, Child - 100010017






SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Eligibility Team Meetings **IFSP** Notes

Present Level Family Assessment Outcomes **Authorizations** Other Services Transition

Authorization List


Detail	Auth #	Meeting Date	Start Date	Status	Service Type	Type	Provider/Payee
	A100010017-1	05/09/2005	05/06/2005	Expired	Audiology	Eval/Assessment	Assistive Technology, Provider / EI Agency
	A100010017-2	05/09/2005	05/09/2005	Discontinued	Developmental Therapy	Service	E.I. Parapro, Provider / EI Agency
	A100010017-3	05/09/2005	05/09/2005	Active	Audiology	Service	Test, Audiologist / Audiologist Test Payee
	A100010017-4	05/09/2005	05/09/2005	Active	Physical Therapy	Service	Test, PhysTherapy / PhysTherapy Test Payee
	A100010017-5	05/09/2005	05/09/2005	Active	Nursing Services	Service	Test, RN / RN Test Payee

1 5 records

[Add Authorization](#)

[Print](#) [Back](#)

Ver: 1.99 Copyright © 2004 Missouri Department of Elementary and Secondary Education [Privacy Policy](#)

4. Click the  icon in the **Detail** column for a specific authorization. The [View Authorization Detail](#) page displays.



View Authorization Detail

Child Name: Allen, Child - 100010017

SPOE1000 Admin

[Home](#)
[Child Care Management](#)
[User Options](#)
[Help](#)
[Logoff](#)

Authorization # A100010017-4 **Authorization Status** Active
Service Type Physical Therapy **Dates** 05/09/2005 To 08/10/2005
Authorization Type Service **Eff. Cancel Date**
Compensatory Service No
Comments

Authorization Maintenance List

Maintenance Type	Period	Name
Funding Source	05/09/2005 - 08/10/2005	CFO
Primary Provider	05/09/2005 - 08/10/2005	Test, PhysTherapy / PhysTherapy Test Payee

1 2 records

Authorization Line

El Code	Method/Location	Natural Environment Justification	Frequency	Intensity
5011	Consultation/Facilitation with Others/Home		6 / Week	90

[View Outcomes](#)
[Authorization Maintenance](#)
[Back](#)

- Click **Authorization Maintenance**. The [Authorization Maintenance](#) page displays.

Modify Authorization

Authorization # A100010017-4 **Authorization Status** Active
Service Type Physical Therapy **Authorized Dates** 05/09/2005 To 08/10/2005
Authorization Type Service **Eff. Cancel Date**
Compensatory Service No **Funding Source** CFO
Provider Test, PhysTherapy **Payee** PhysTherapy Test Payee
Provider Dates 05/09/2005 To 08/10/2005

Authorization Line

El Code	Method/Location	Natural Environment Justification	Frequency	Intensity
5011	Consultation/Facilitation with Others/Home		6 / Week	90

1 1 records

[Add Outcomes](#)
[Remove Outcomes](#)
[View Outcomes](#)
[Reset](#)
[Back](#)
[Save](#)

Note: Three buttons are available at the bottom of the page. **View Outcomes** displays all outcomes currently associated with the authorization when clicked. **Add Outcomes** displays the outcomes active on the child's record that are not currently associated with the authorization when clicked. **Remove Outcomes** displays the outcomes associated with the authorization and allows you to end the association of the outcome with this authorization when clicked.

6. Click **View Outcomes**. The [View Authorization Outcomes](#) page displays.

Outcome #	Outcome Statement	Start Date	End Date
1	Child will learn to brush teeth	05/09/2005	
4	Child will make bed every morning	05/09/2005	

1 2 records

Close

Note: The date entered must be equal to or greater than the authorization start date and less than or equal to the authorization end date.

7. View the list of all outcomes currently associated with the authorization in the **Outcome List** table.
8. Click **Close**. The [Authorization Maintenance](#) page displays.
9. Click **Add Outcomes**. The [Authorization Outcome](#) page displays.

Select	Outcome #	Outcome Statement
<input checked="" type="checkbox"/>	2	Child will learn to clean room
<input type="checkbox"/>	3	Child will paint a picture

1 2 records

Reset Close Save

10. Click the check box in the **Select** column to add one or more outcome(s) to the authorization.
11. Click **Save**. The [Authorization Maintenance](#) page displays and refreshes to show the outcome(s) you added.
12. Click **Remove Outcomes**. The [Authorization Outcome](#) page displays.

Remove	Outcome #	Outcome Statement
<input type="checkbox"/>	1	Child will learn to brush teeth
<input type="checkbox"/>	2	Child will learn to clean room
<input checked="" type="checkbox"/>	3	Child will paint a picture
<input type="checkbox"/>	4	Child will make bed every morning

4 records

Reset Close Save

13. Click the check box in the **Remove** column to remove one or more outcomes from the authorization.
14. Click **Save**. The [Authorization Maintenance](#) page displays and refreshes to show the outcome(s) you removed.
15. Click **Save**. The [View Authorization Detail](#) page is displayed and refreshed to show the changes you made.

View Authorization Detail - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Search Favorites Media

View Authorization Detail
Child Name: Chocolate, Carmel - 100010131
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Authorization # A100010131-3
Service Type Occupational Therapy
Authorization Type Eval/Assessment
Compensatory Service No
E/A Type IFSP Development
Comments

Authorization Status Discontinued
Dates 05/26/2005 To 06/30/2005
Eff. Cancel Date 06/10/2005
NPA Reason No Provider In Area
Domains Cognitive, Adaptive

Authorization Maintenance List

Maintenance Type	Period	Name
Authorization Cancelled	06/10/2005 - 06/30/2005	
Funding Source	05/26/2005 - 06/30/2005	CFO
Primary Provider	05/26/2005 - 06/30/2005	NPA

3 records

Authorization Line

EI Code	Method/Location	Natural Environment Justification	Frequency	Intensity
4514	Evaluation/Assessment/Home		1 / Per Auth	45


Back

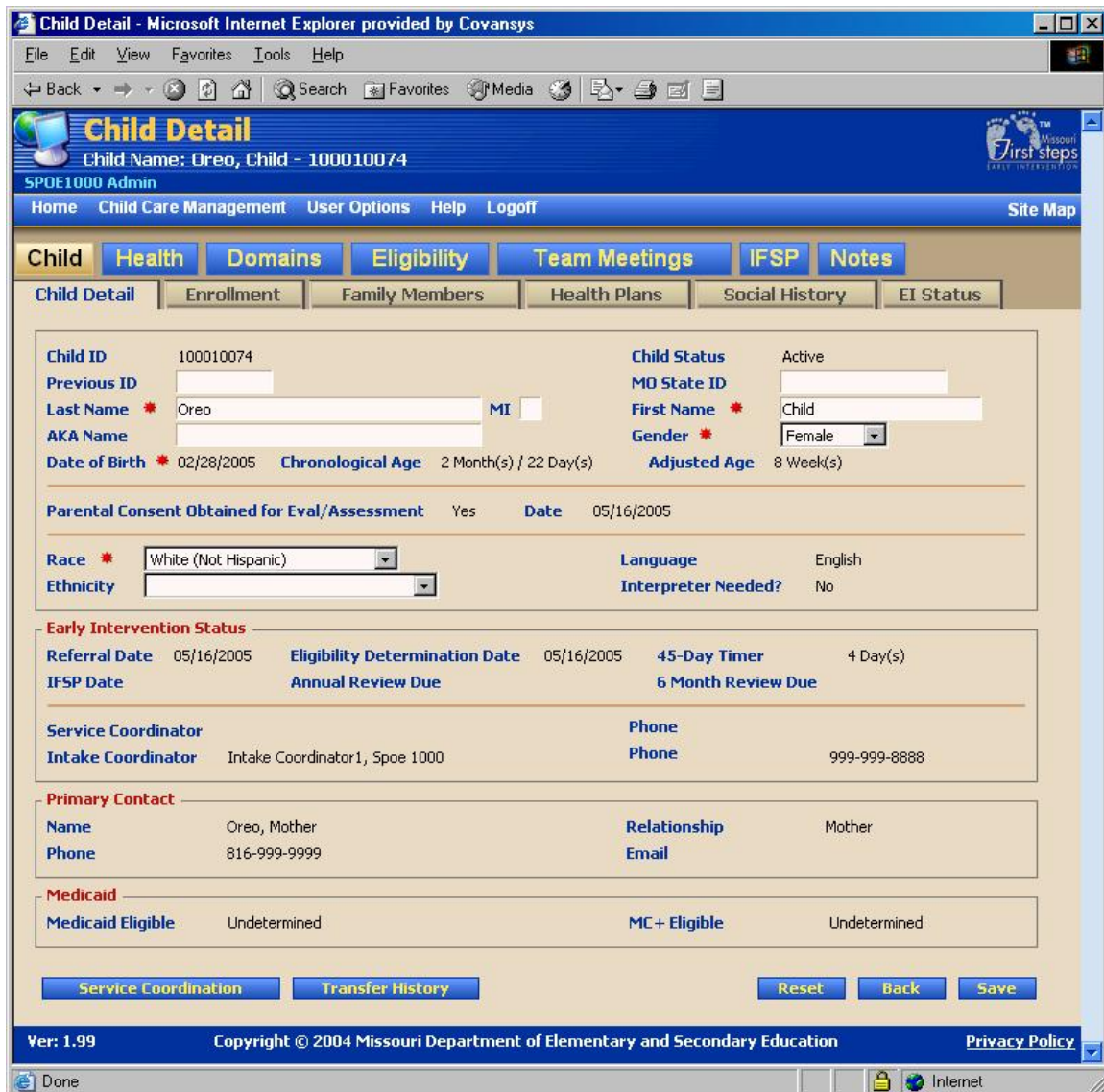
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View the Other Services List

Use this exercise to view a list of other services.

Complete the following steps to finish this exercise:

1. On the [Child List](#) page, click the  icon in the **Detail** column for a specific child record. The [Child Detail](#) page displays.



Child Detail - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Child Detail
Child Name: Oreo, Child - 100010074
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Eligibility Team Meetings IFSP Notes

Child Detail Enrollment Family Members Health Plans Social History EI Status

Child ID 100010074 Child Status Active
Previous ID MO State ID
Last Name * Oreo MI First Name * Child
AKA Name Gender * Female
Date of Birth * 02/28/2005 Chronological Age 2 Month(s) / 22 Day(s) Adjusted Age 8 Week(s)

Parental Consent Obtained for Eval/Assessment Yes Date 05/16/2005

Race * White (Not Hispanic) Language English
Ethnicity Interpreter Needed? No

Early Intervention Status

Referral Date 05/16/2005 Eligibility Determination Date 05/16/2005 45-Day Timer 4 Day(s)
IFSP Date Annual Review Due 6 Month Review Due

Service Coordinator Intake Coordinator1, Spoe 1000 Phone 999-999-8888
Intake Coordinator

Primary Contact

Name Oreo, Mother Relationship Mother
Phone 816-999-9999 Email

Medicaid

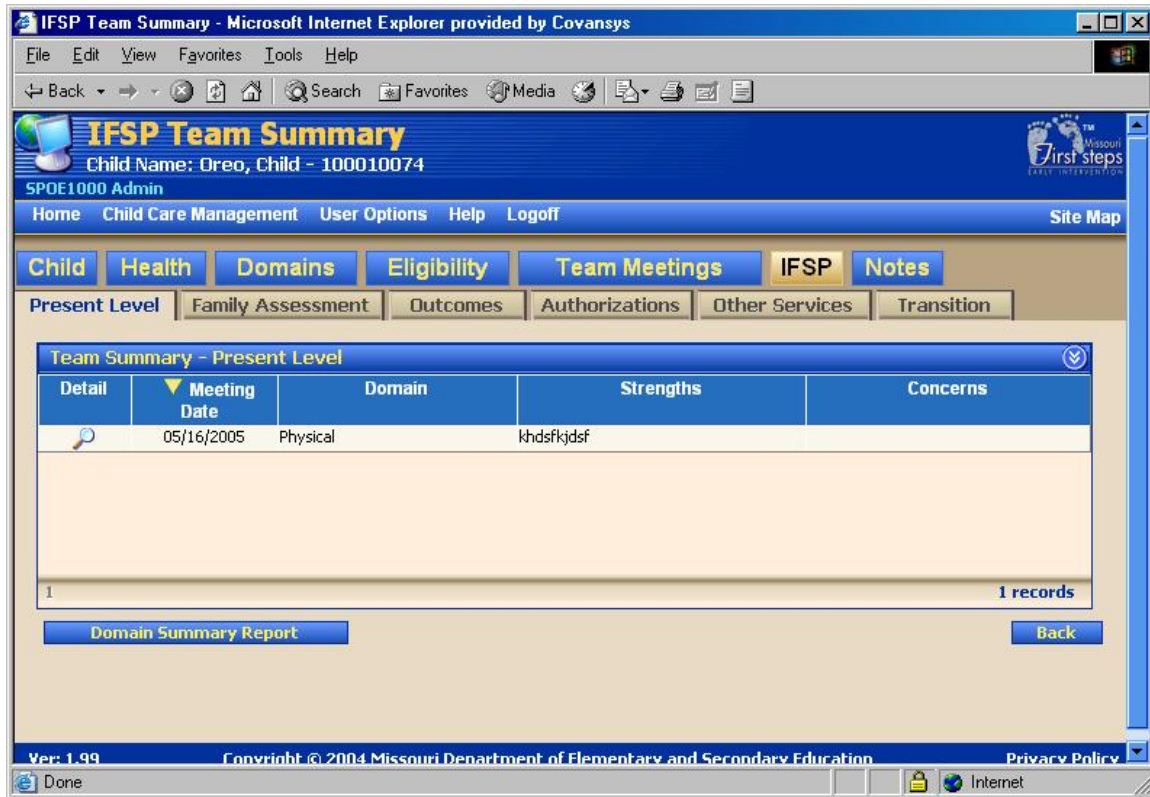
Medicaid Eligible Undetermined MC+ Eligible Undetermined

Service Coordination Transfer History Reset Back Save

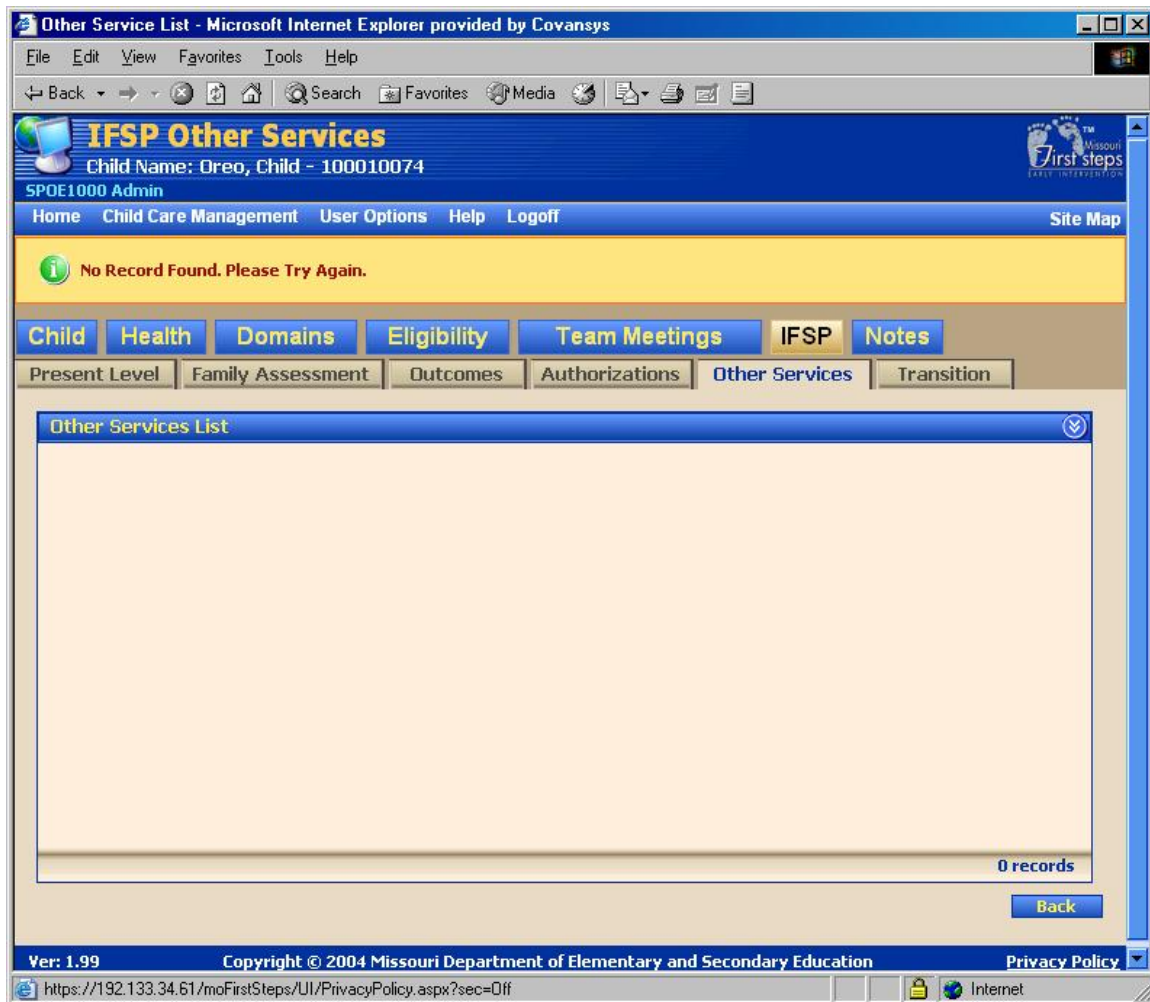
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Done Internet

2. Click the **IFSP** tab. The [IFSP Team Summary](#) page displays.



3. Click the **Other Services** tab. The [IFSP Other Services](#) page displays.




4. View the list of other services displayed in the **Other Services List** table.

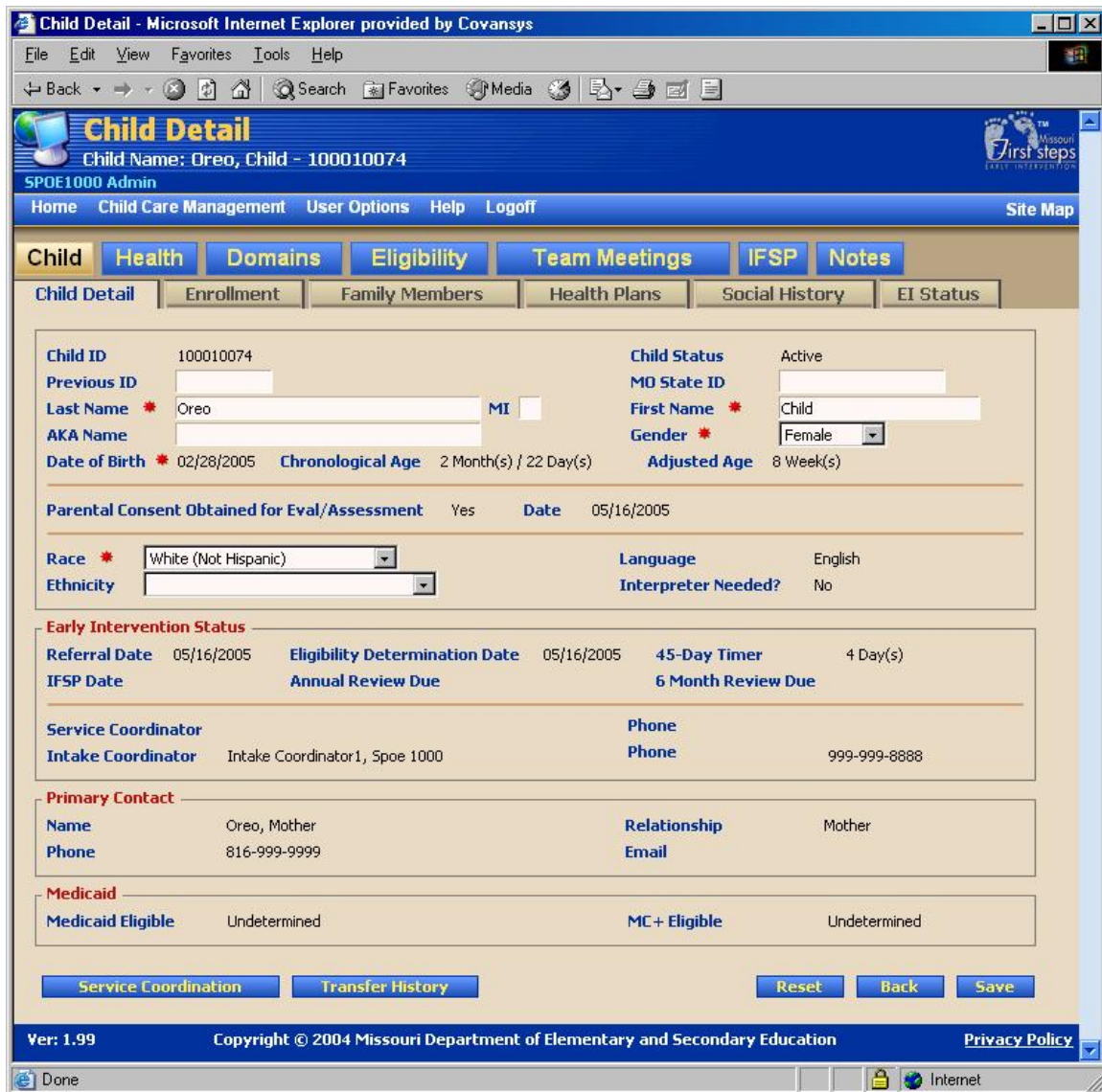
 **Tip:** You can click the  icon in the **Detail** column to view detailed other services information. The [IFSP Other Service Detail](#) page displays when clicked.

View the IFSP Transition List

Use this exercise to view a list of IFSP transitions.

Complete the following steps to finish this exercise:

1. On the [Child List](#) page, click the  icon in the **Detail** column for a specific child record. The [Child Detail](#) page displays.



Child Detail - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Child Detail
Child Name: Oreo, Child - 100010074
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Eligibility Team Meetings IFSP Notes

Child Detail Enrollment Family Members Health Plans Social History EI Status

Child ID: 100010074
Previous ID:
Last Name: Oreo MI:
AKA Name:
Date of Birth: 02/28/2005 Chronological Age: 2 Month(s) / 22 Day(s)
Child Status: Active
MO State ID:
First Name: Child
Gender: Female
Adjusted Age: 8 Week(s)

Parental Consent Obtained for Eval/Assessment: Yes Date: 05/16/2005

Race: White (Not Hispanic)
Ethnicity:
Language: English
Interpreter Needed?: No

Early Intervention Status
Referral Date: 05/16/2005 Eligibility Determination Date: 05/16/2005 45-Day Timer: 4 Day(s)
IFSP Date: Annual Review Due: 6 Month Review Due

Service Coordinator: Intake Coordinator1, Spoe 1000
Intake Coordinator: Intake Coordinator1, Spoe 1000
Phone: 999-999-8888

Primary Contact
Name: Oreo, Mother
Phone: 816-999-9999
Relationship: Mother
Email:

Medicaid
Medicaid Eligible: Undetermined
MC+ Eligible: Undetermined

Service Coordination Transfer History Reset Back Save

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Done Internet

2. Click the **IFSP** tab. The [IFSP Team Summary](#) page displays.

IFSP Team Summary - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

IFSP Team Summary
Child Name: Oreo, Child - 100010074
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Eligibility Team Meetings **IFSP** Notes

Present Level Family Assessment Outcomes Authorizations Other Services Transition

Team Summary - Present Level

Detail	Meeting Date	Domain	Strengths	Concerns
	05/16/2005	Physical	khdsfkjdsf	

1 records

Domain Summary Report Back

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Done Internet

3. Click the **Transition** tab. The [IFSP Transition](#) page displays.

The screenshot shows a web browser window titled "IFSP Transition - Microsoft Internet Explorer provided by Covansys". The application interface includes a navigation menu with options like "Home", "Child Care Management", "User Options", "Help", and "Logoff". Below this, there are tabs for "Child", "Health", "Domains", "Eligibility", "Team Meetings", "IFSP", and "Notes". The "IFSP" tab is selected, and within it, the "Transition" sub-tab is active. The main content area displays a "Transition Topic List" table with the following data:

Detail	Meeting Date	Transition Topic	Transition Steps/Activities	Person Responsible
	05/16/2005	Sent info to Local Education Agency with Parental Consent	lkjdfkdsjfk	
	05/16/2005	Discussion about changes in Service Delivery	dslyfkdsjfkjsjdf	


At the bottom of the table, it indicates "1" on the left and "2 records" on the right. A "Back" button is located below the table. The footer of the application shows "Ver: 1.99", "Copyright © 2004 Missouri Department of Elementary and Secondary Education", and a "Privacy Policy" link.

4. View the list of transitions displayed in the **Transition Topic List** table.

Tip: You can click the icon in the **Detail** column to view detailed transition information. The [IFSP Transition Detail](#) page displays when clicked.


Create a Lapsed IFSP


Use this exercise to create a lapsed authorization for a child who is below age 3 below age 3 and has IFSP services that have ended due to an overdue annual team meeting.

 **Note:** Only the Case Administrator has the ability to create lapsed IFSPs. Authorization services can be extended to the maximum of 45 days.

Complete the following steps to finish this exercise:

1. In the **Child Case Management** menu, select the **Lapsed IFSP** menu option. The [Lapsed IFSP Meeting \(Page 1\)](#) page displays.



2. Click the  link next to **Child ID** to search for and select a specific child. The [Child Search](#) page displays.

SearchChild - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print

Child Search

SP0E1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Search Criteria

To perform a search select a search option, enter the search criteria and then select the **Search** button.

☐ **Child ID**
Child ID

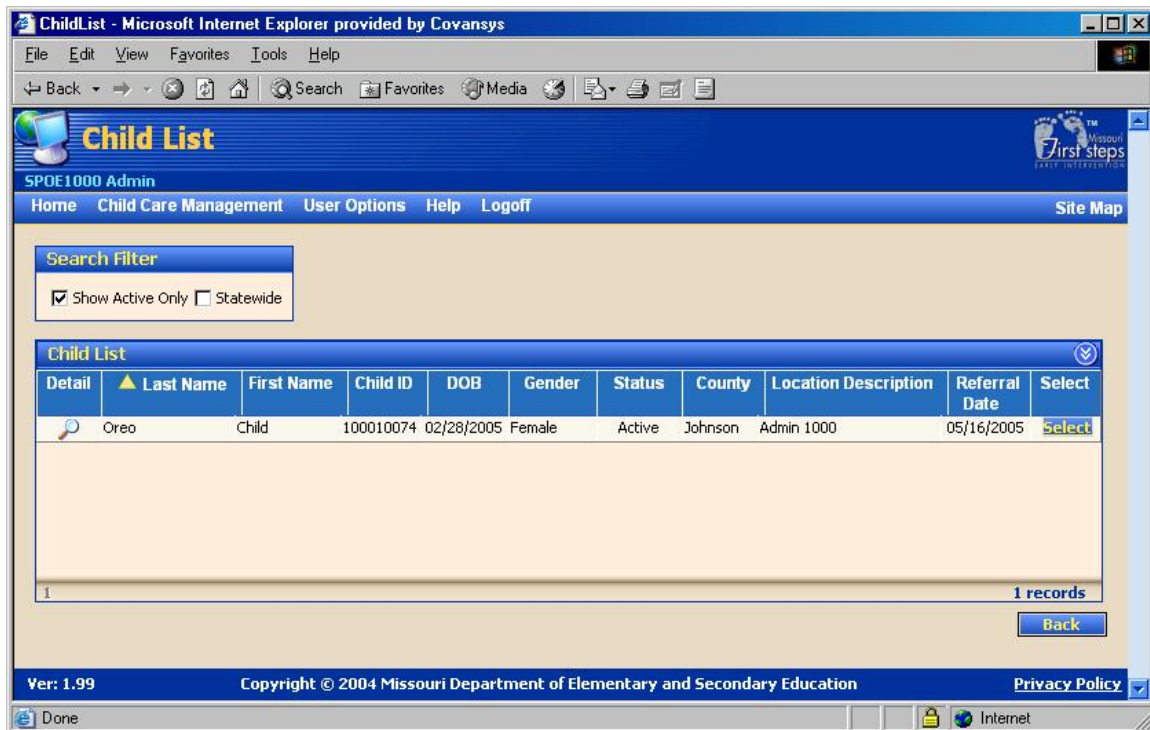
☐ **Child Name**
Last Name
First Name


Back Search

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Done Internet

3. Select the appropriate radio button and enter filter criteria in the following fields as necessary to perform a search:
 - Child ID (a complete child ID number must be entered)
 - Last Name (a minimum of 2 characters must be entered to perform a search by last name)
 - First Name (a search cannot be performed by entering only a child's first name)
4. Click **Search** to perform a search based on the specified filter criteria. The [Child List](#) page displays.



5. Click the link in the Select column to select the child for which you are adding a lapsed IFSP. The [Lapsed IFSP Meeting \(Page 1\)](#) page refreshes and displays information specific to the child selected.
6. View the following information about the child selected:
 - **Last Name** displays the last name of the selected child.
 - **First Name** displays the first name of the selected child.
 - **Meeting Type** displays **Lapsed IFSP** as the meeting type.
 - **Service Coordinator** displays the name of the current service coordinator who is creating the lapsed IFSP meeting.
 - **Intake Coordinator** displays the name of the current Intake Coordinator who is creating the lapsed IFSP meeting.
 - **Case Administrator** displays the name of the current Case Administrator who is creating the lapsed IFSP meeting.
 - **Previous IFSP Period** displays the date range of the child's previous IFSP period.
5. In **Lapsed IFSP Period**, enter or select the start date and the end date of the lapsed IFSP period. You can click the  icon to select a date from a calendar. The start date entered must be greater than the end date, and the end date cannot be more than 45 days past the start date.
6. Click **Next** to continue the lapsed IFSP process. The [Lapsed IFSP Meeting \(Page 2\)](#) page displays.

The screenshot shows a web application titled "Lapsed IFSP Meeting". The user is logged in as "SPOE1000 Admin". The navigation bar includes links for Home, Child Care Management, User Options, Help, and Logoff. A Site Map link is also present. The main content area displays the "Authorization List" table, which has columns for Select, Auth #, Start Date, End Date, and Provider/Payee. Three records are listed, all with the "Select" checkbox checked. Below the table, there is a section for "New Authorization Dates" with input fields for start and end dates, and a "To" button. At the bottom right of the table area, it says "3 records". The footer includes the version "Ver: 1.99", copyright information "Copyright © 2004 Missouri Department of Elementary and Secondary Education", and a Privacy Policy link.


Select	Auth #	Start Date	End Date	Provider/Payee
<input checked="" type="checkbox"/>	A100010001-2	05/17/2005	05/18/2005	Test, Audiologist / Audiologist Test Payee
<input checked="" type="checkbox"/>	A100010001-3	05/17/2005	05/18/2005	Occu. Therapist Asst, Provider / EI Agency
<input checked="" type="checkbox"/>	A100010001-4	05/17/2005	05/25/2005	Service Coordinator, Provider / EI Agency

New Authorization Dates: 06012005 To 06042005

3 records

Reset Back Save

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7. View the following information in the **Authorization List** table:
 - **Select** indicates whether the service authorization is currently selected (when checked). Click the check box in this column to select the service authorization for the lapsed IFSP.
 - **Auth #** provides a link to a page containing authorization detail information. Click the icon in this column to display the [Authorization Detail](#) page.
 - **Start Date** displays the start date of the original authorization.
 - **End Date** displays the end date of the original authorization.
 - **Provider-Payee** displays the provider name and the payee name on the original authorization.
8. Click the check box in the **Select** column to select the service authorization for the lapsed IFSP. At least one authorization must be selected. Multiple selections are accepted.
9. In **New Authorization Dates**, enter or select the starting and ending dates for the extension. You can click the  icon to select a date from a calendar.
10. Click **Save**.

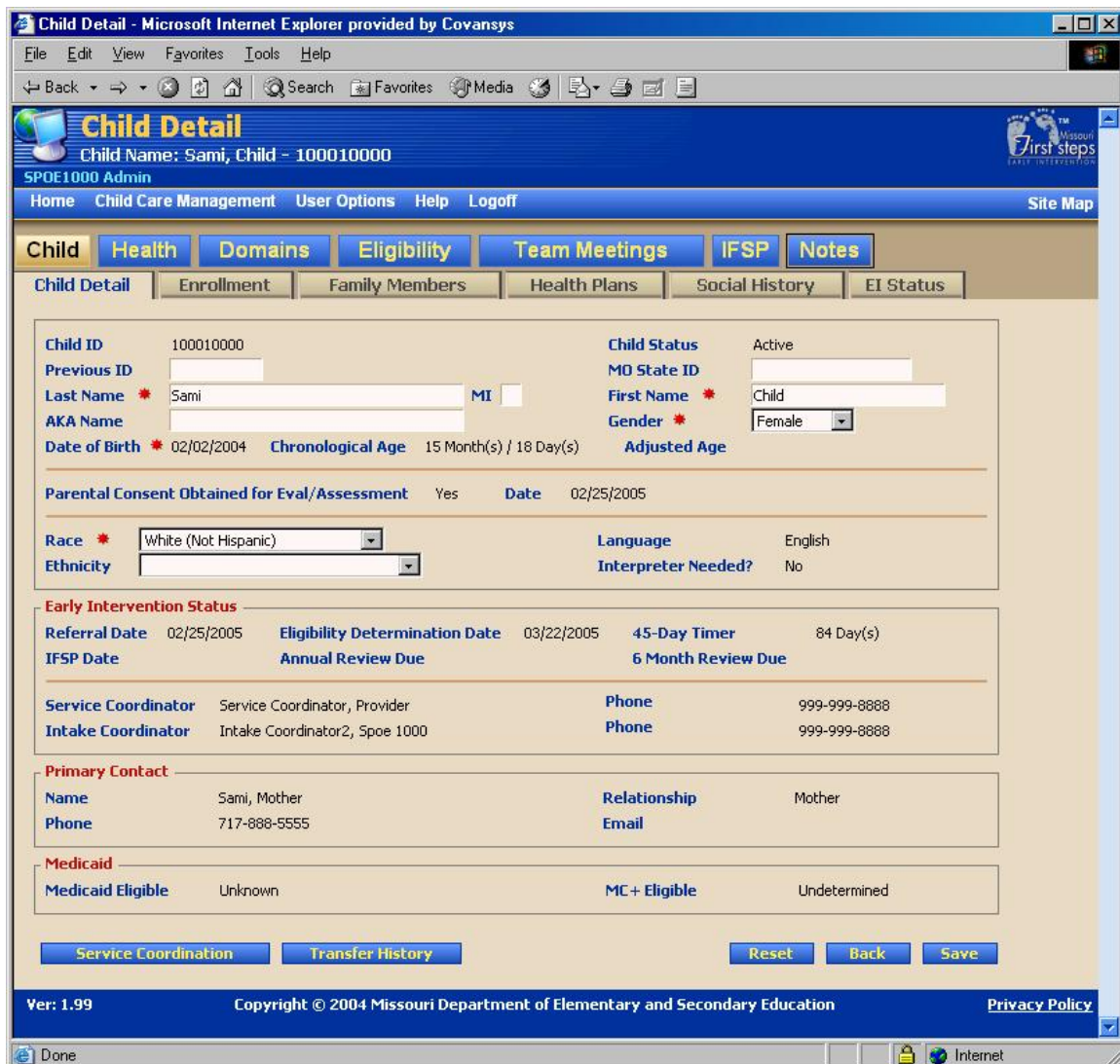
Notes

View the Case Notes List

Use this exercise to view a list of case notes.

Complete the following steps to finish this exercise:

1. On the [Child List](#) page, click the  icon in the **Detail** column for a specific child record. The [Child Detail](#) page displays.



Child Detail - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Child Detail
Child Name: Sami, Child - 100010000
SPOE1000 Admin

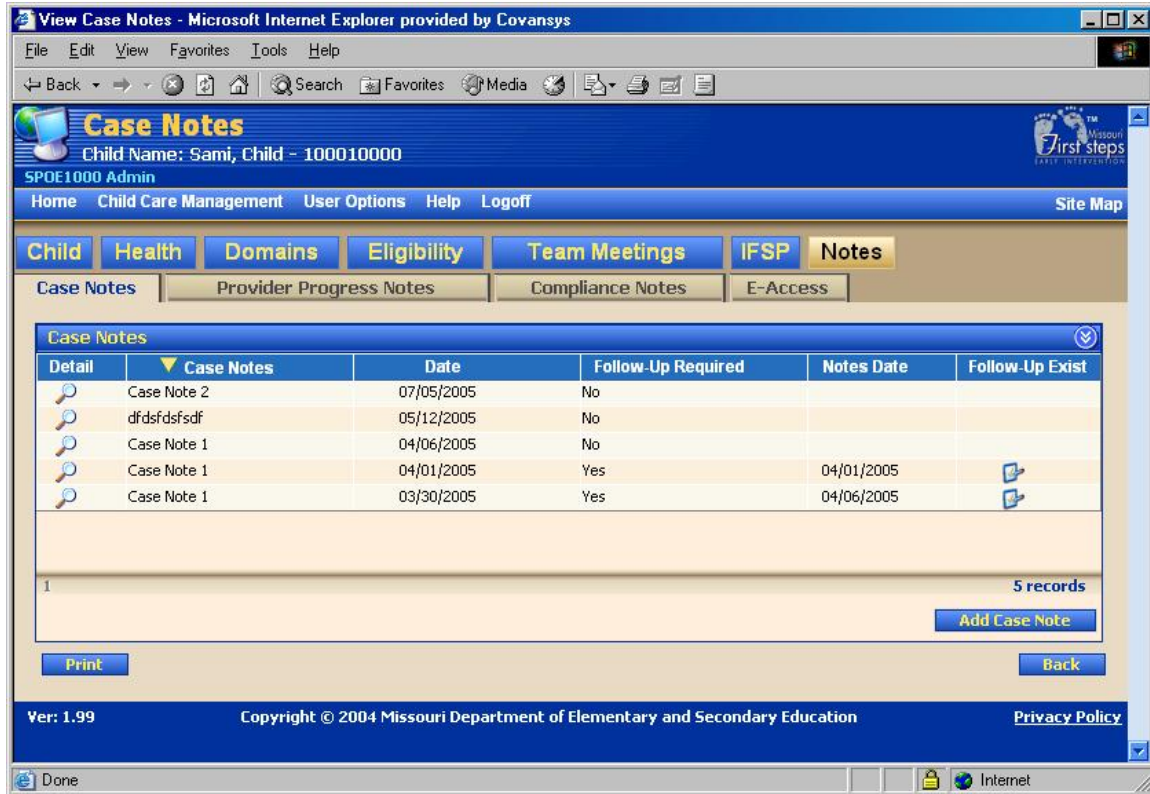
Home Child Care Management User Options Help Logout Site Map

Child Health Domains Eligibility Team Meetings IFSP Notes

Child Detail Enrollment Family Members Health Plans Social History EI Status

Child ID: 100010000
Previous ID:
Last Name: * Sami MI
AKA Name:
Date of Birth: * 02/02/2004 Chronological Age: 15 Month(s) / 18 Day(s) Adjusted Age:
Child Status: Active
MO State ID:
First Name: * Child
Gender: * Female
Parental Consent Obtained for Eval/Assessment: Yes Date: 02/25/2005
Race: * White (Not Hispanic)
Ethnicity:
Language: English
Interpreter Needed?: No
Early Intervention Status:
Referral Date: 02/25/2005 Eligibility Determination Date: 03/22/2005 45-Day Timer: 84 Day(s)
IFSP Date: Annual Review Due: 6 Month Review Due:
Service Coordinator: Service Coordinator, Provider Phone: 999-999-8888
Intake Coordinator: Intake Coordinator2, Spoe 1000 Phone: 999-999-8888
Primary Contact:
Name: Sami, Mother Relationship: Mother
Phone: 717-888-5555 Email:
Medicaid:
Medicaid Eligible: Unknown MC + Eligible: Undetermined
Service Coordination Transfer History Reset Back Save
Ver: 1.99 Copyright © 2004 Missouri Department of Elementary and Secondary Education Privacy Policy

2. Click the **Notes** tab. The [Case Notes](#) page displays.




3. View the list of case notes that currently exist for the child in the **Case Notes** table

Tip: You can click the icon in the **Detail** column to view detailed case note information. The [Case Notes Detail](#) page displays when clicked.

Add a Case Note

Use this exercise to create a new case note for a specific child.

Complete the following steps to finish this exercise:

1. On the [Child List](#) page, click the  icon in the **Detail** column for a specific child record. The [Child Detail](#) page displays.

Child Detail
Child Name: Sami, Child - 100010000
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Eligibility Team Meetings IFSP Notes

Child Detail Enrollment Family Members Health Plans Social History EI Status

Child ID: 100010000
Previous ID:
Last Name: Sami MI ☐
AKA Name:
Date of Birth: 02/02/2004 Chronological Age: 15 Month(s) / 18 Day(s) Adjusted Age:
Child Status: Active
MO State ID:
First Name: Child
Gender: Female
Parental Consent Obtained for Eval/Assessment: Yes Date: 02/25/2005
Race: White (Not Hispanic) Language: English
Ethnicity: Interpreter Needed?: No

Early Intervention Status
Referral Date: 02/25/2005 Eligibility Determination Date: 03/22/2005 45-Day Timer: 84 Day(s)
IFSP Date: Annual Review Due: 6 Month Review Due

Service Coordinator: Service Coordinator, Provider Phone: 999-999-8888
Intake Coordinator: Intake Coordinator2, Spoe 1000 Phone: 999-999-8888

Primary Contact
Name: Sami, Mother Relationship: Mother
Phone: 717-888-5555 Email:

Medicaid
Medicaid Eligible: Unknown MC+ Eligible: Undetermined

Service Coordination Transfer History Reset Back Save

Ver: 1.99 Copyright © 2004 Missouri Department of Elementary and Secondary Education Privacy Policy

2. Click the **Notes** tab. The [Case Notes](#) page displays.

View Case Notes - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Case Notes
Child Name: Sami, Child - 100010000
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Eligibility Team Meetings IFSP Notes

Case Notes Provider Progress Notes Compliance Notes E-Access

Case Notes

Detail	Case Notes	Date	Follow-Up Required	Notes Date	Follow-Up Exist
Case Note 2		07/05/2005	No		
dfdsfdfsdf		05/12/2005	No		
Case Note 1		04/06/2005	No		
Case Note 1		04/01/2005	Yes	04/01/2005	
Case Note 1		03/30/2005	Yes	04/06/2005	

1 5 records

[Add Case Note](#)

[Print](#) [Back](#)

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Done Internet

3. Click **Add Case Note**. The [Add Case Notes](#) page displays.

Add Case Notes - Microsoft Internet Explorer provided by Covansys

Contact/Activity Detail

Date * Time Method

Contact Person *

☐ Follow-Up Required Follow-Up Date

Case Note *


[Reset](#) [Close](#) [Save](#)

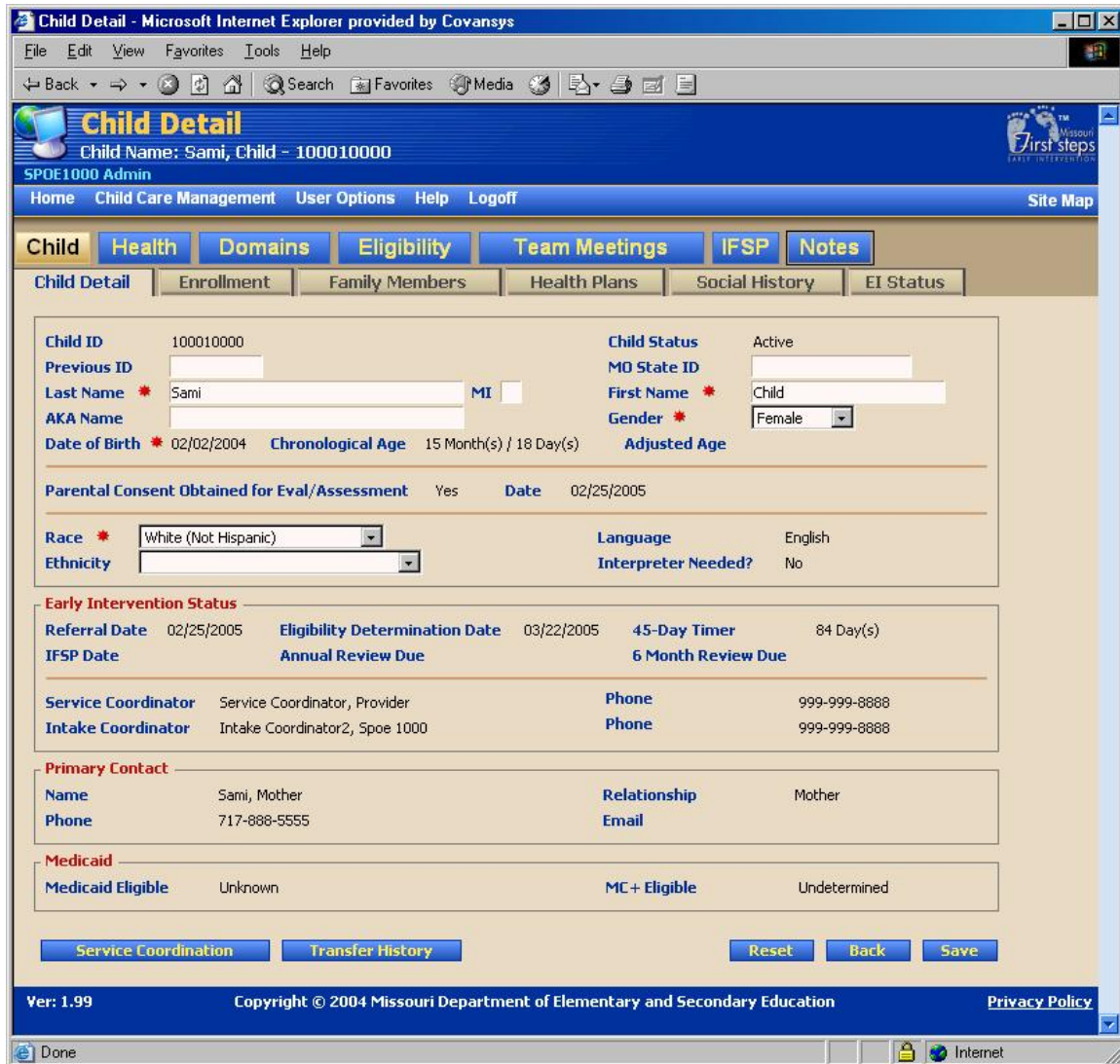
4. Complete the following information under **Contact/Activity Detail**:
 - Date
 - Time
 - Method
 - Contact Person
 - Follow-Up Required
 - Follow-Up Date
 - Case Note
5. Click **Save**.

Add a Follow-Up Note to an Existing Case Note

Use this exercise to add a follow-up note to an existing case note for a specific child.

Complete the following steps to finish this exercise:

1. On the [Child List](#) page, click the  icon in the **Detail** column for a specific child record. The [Child Detail](#) page displays.



Child Detail
Child Name: Sami, Child - 100010000
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Eligibility Team Meetings IFSP Notes

Child Detail Enrollment Family Members Health Plans Social History EI Status

Child ID: 100010000
Previous ID:
Last Name: Sami MI ☐
AKA Name:
Date of Birth: 02/02/2004 Chronological Age: 15 Month(s) / 18 Day(s) Adjusted Age:
Child Status: Active
MO State ID:
First Name: Child
Gender: Female
Parental Consent Obtained for Eval/Assessment: Yes Date: 02/25/2005
Race: White (Not Hispanic)
Ethnicity:
Language: English
Interpreter Needed?: No

Early Intervention Status
Referral Date: 02/25/2005 Eligibility Determination Date: 03/22/2005 45-Day Timer: 84 Day(s)
IFSP Date: Annual Review Due: 6 Month Review Due:
Service Coordinator: Service Coordinator, Provider Phone: 999-999-8888
Intake Coordinator: Intake Coordinator2, Spoe 1000 Phone: 999-999-8888

Primary Contact
Name: Sami, Mother Relationship: Mother
Phone: 717-888-5555 Email:

Medicaid
Medicaid Eligible: Unknown MC+ Eligible: Undetermined

Service Coordination Transfer History Reset Back Save

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2. Click the **Notes** tab. The [Case Notes](#) page displays.

View Case Notes - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print

Case Notes
Child Name: Sami, Child - 100010000
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Eligibility Team Meetings IFSP Notes

Case Notes Provider Progress Notes Compliance Notes E-Access

Case Notes

Detail	Case Notes	Date	Follow-Up Required	Notes Date	Follow-Up Exist
	Case Note 2	07/05/2005	No		
	dfdsfdfsdf	05/12/2005	No		
	Case Note 1	04/06/2005	No		
	Case Note 1	04/01/2005	Yes	04/01/2005	
	Case Note 1	03/30/2005	Yes	04/06/2005	

1 5 records

[Add Case Note](#)

[Print](#) [Back](#)

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Done Internet

- Click the **Detail** icon next to a specific case note in the **Case Notes** table.
The [Case Notes Detail](#) page displays.

View Case Notes - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print

View Case Notes
Child Name: Sami, Child - 100010000
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Eligibility Team Meetings IFSP Notes

Case Notes Provider Progress Notes Compliance Notes E-Access

Case Notes

Date & Time	Contact	Follow-Up	Case Note
07/05/2005	John	No	Case Note 2

1 1 records

[Add Follow-Up Note](#)

[Back](#)

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Done Internet

4. Click **Add Follow-Up Note**. The [Add Case Notes](#) page displays.

The screenshot shows a web browser window titled "Add Case Notes - Microsoft Internet Explorer provided by Covansys". The form is titled "Contact/Activity Detail" and contains the following fields and controls:

- Date ***: A text input field.
- Time**: A text input field.
- Method**: A dropdown menu.
- Contact Person ***: A text input field.
- Follow-Up Required**: A checkbox.
- Follow-Up Date**: A text input field.
- Case Note ***: A large text area for notes.

At the bottom right of the form are three buttons: **Reset**, **Close**, and **Save**.

5. Complete the following information under **Contact/Activity Detail**:


- Date
- Time
- Method
- Contact Person
- Follow-Up Required
- Follow-Up Date
- Case Note

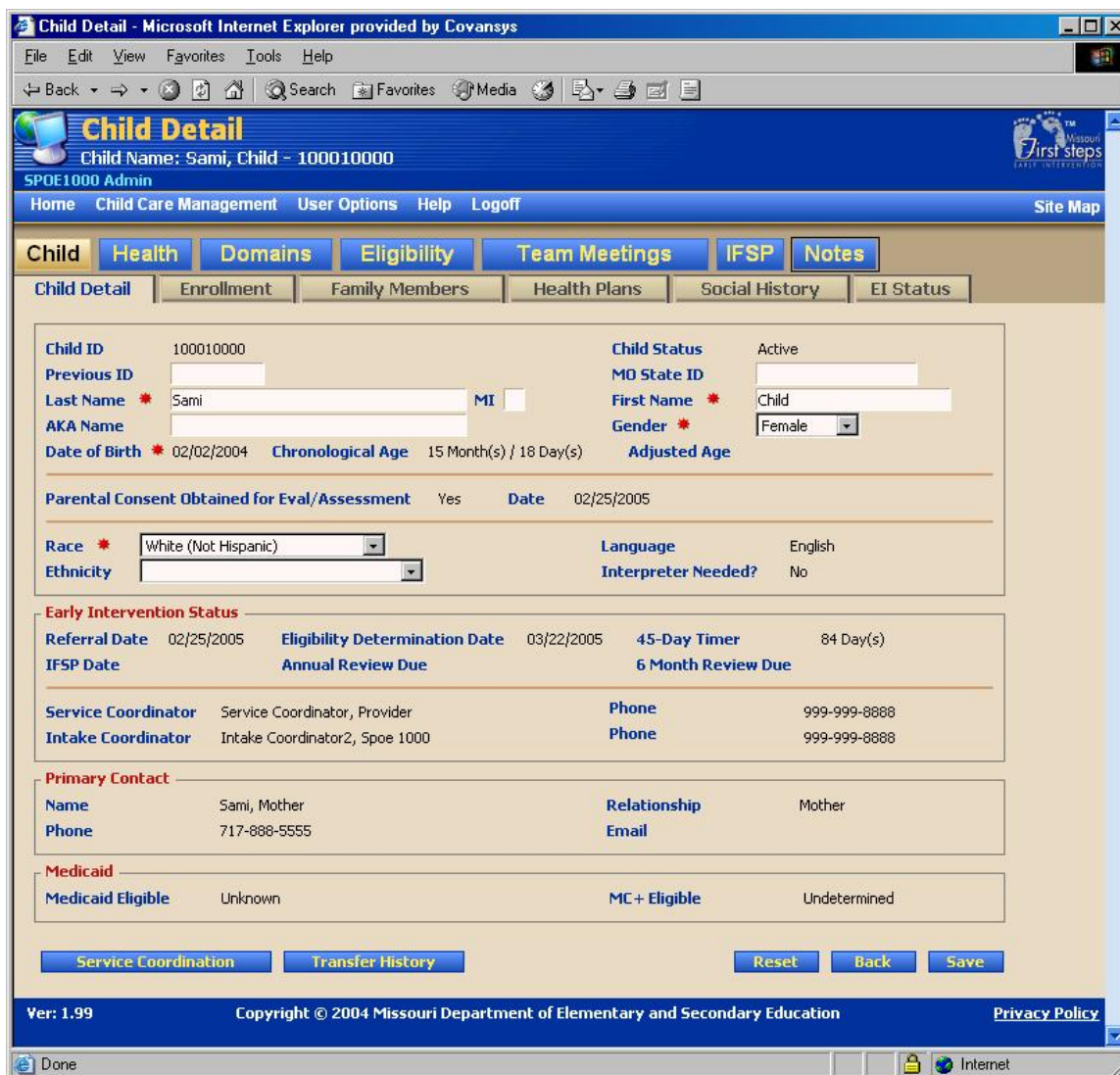
6. Click **Save**.

Search for Specific Case Notes and Display the Results in a Printer-Friendly Format

Use this exercise to search for specific case notes and display the results on a printer-friendly page.

Complete the following steps to finish this exercise:

1. On the [Child List](#) page, click the  icon in the **Detail** column for a specific child record. The [Child Detail](#) page displays.



Child Detail - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Child Detail
Child Name: Sami, Child - 100010000
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Eligibility Team Meetings IFSP Notes

Child Detail Enrollment Family Members Health Plans Social History EI Status

Child ID: 100010000 Child Status: Active
Previous ID: MD State ID:
Last Name: * Sami MI First Name: * Child
AKA Name: Gender: * Female
Date of Birth: * 02/02/2004 Chronological Age: 15 Month(s) / 18 Day(s) Adjusted Age:
Parental Consent Obtained for Eval/Assessment: Yes Date: 02/25/2005
Race: * White (Not Hispanic) Language: English
Ethnicity: Interpreter Needed?: No

Early Intervention Status
Referral Date: 02/25/2005 Eligibility Determination Date: 03/22/2005 45-Day Timer: 84 Day(s)
IFSP Date: Annual Review Due: 6 Month Review Due:
Service Coordinator: Service Coordinator, Provider Phone: 999-999-8888
Intake Coordinator: Intake Coordinator2, Spoe 1000 Phone: 999-999-8888

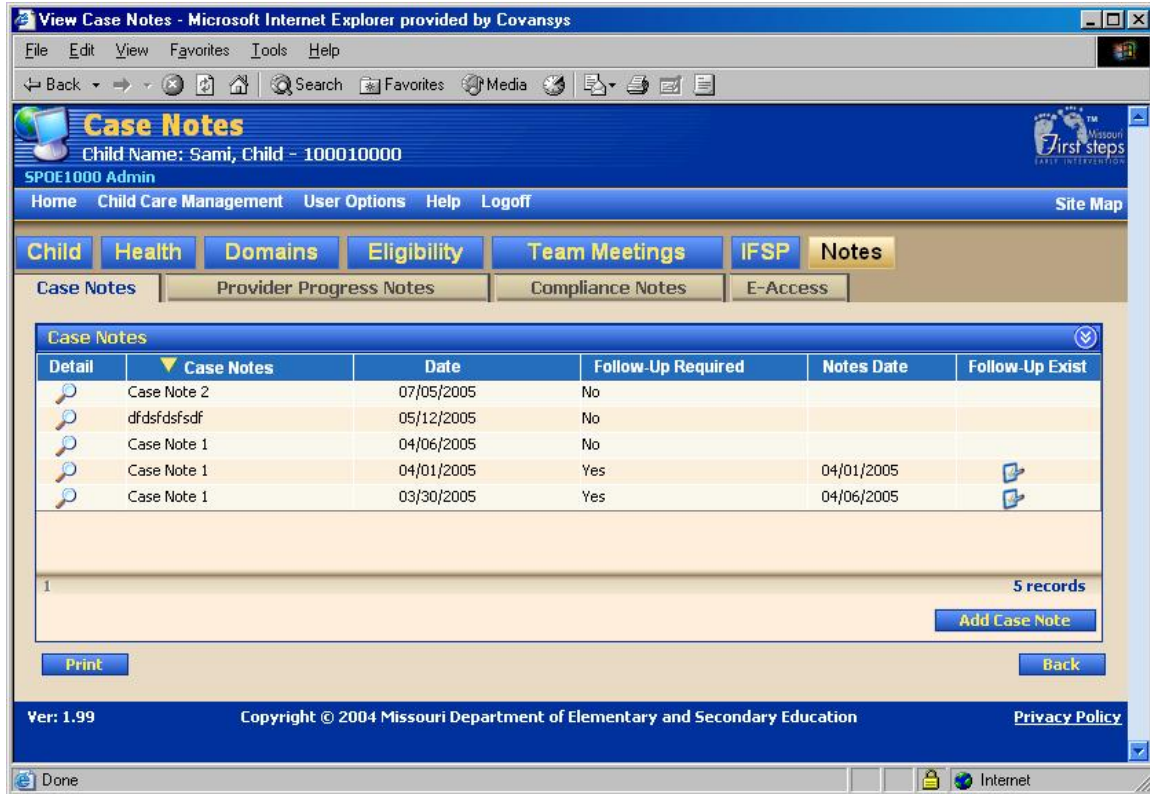
Primary Contact
Name: Sami, Mother Relationship: Mother
Phone: 717-888-5555 Email:
Medicaid
Medicaid Eligible: Unknown MC + Eligible: Undetermined

Service Coordination Transfer History Reset Back Save

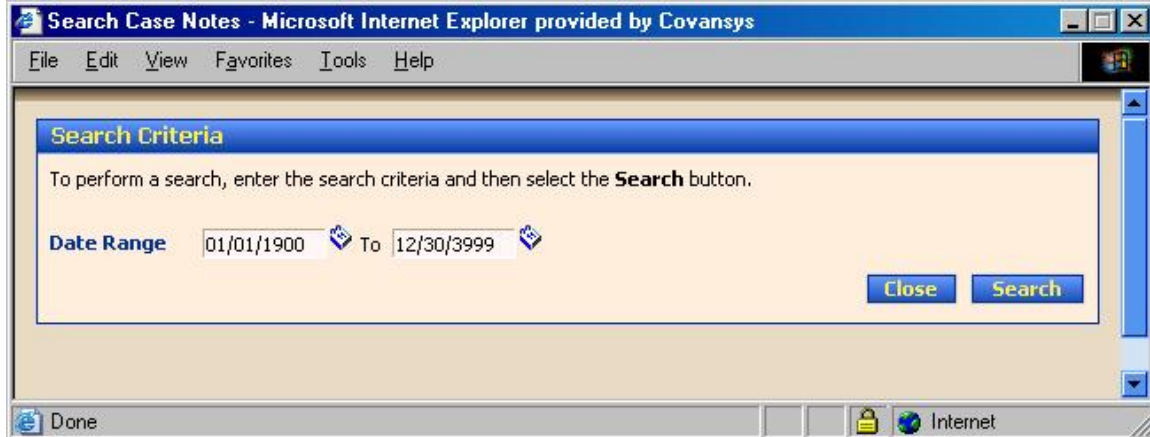
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Done Internet

2. Click the **Notes** tab. The [Case Notes](#) page displays.



3. Click **Print**. The [Search Case Notes](#) page displays.



4. Complete the following information under **Date Range**:

- Date Range
- To

5. Click **Search** to perform a search based on the date range entered and display the results on a printer-friendly page.

Print Case Notes - Microsoft Internet Explorer provided by Covansys

Address: <https://192.133.34.61/moFirstSteps/UI/CCM/PrintCaseNotes.aspx?SD=01/01/1900&ED=12/30/3999>

Child Name: Sami, Child Child ID: 100010000

Case Notes

Date Range : 01/01/1900 - 12/30/3999

Note Date	Note Detail	Note Detail
03/30/2005	1 Contact Person 1 Yes Case Note 1	03/30/2005 2:00AM Phone 04/06/2005
05/09/2005	12 Servicer Coordinator Yes testing case note and follow up for case notes.	05/02/2005 None 07/04/2005
05/09/2005	13 Parent Yes Testing testing lots and lots of testing.	05/16/2004 Phone 07/04/2005
04/01/2005	2 Contact Person 1 Yes Case Note 1	04/01/2005 Phone 04/01/2005
04/07/2005	4 Contact 1 Yes Follow Up 1	04/07/2005 Phone 04/09/2005
04/06/2005	3 Contact 1 No Case Note 1	04/06/2005
05/13/2005	14 fdfsfasfs No dfdsfdfsdf	05/12/2005
05/18/2005	15 John No Case Note 2	07/05/2005 Phone


Done Internet

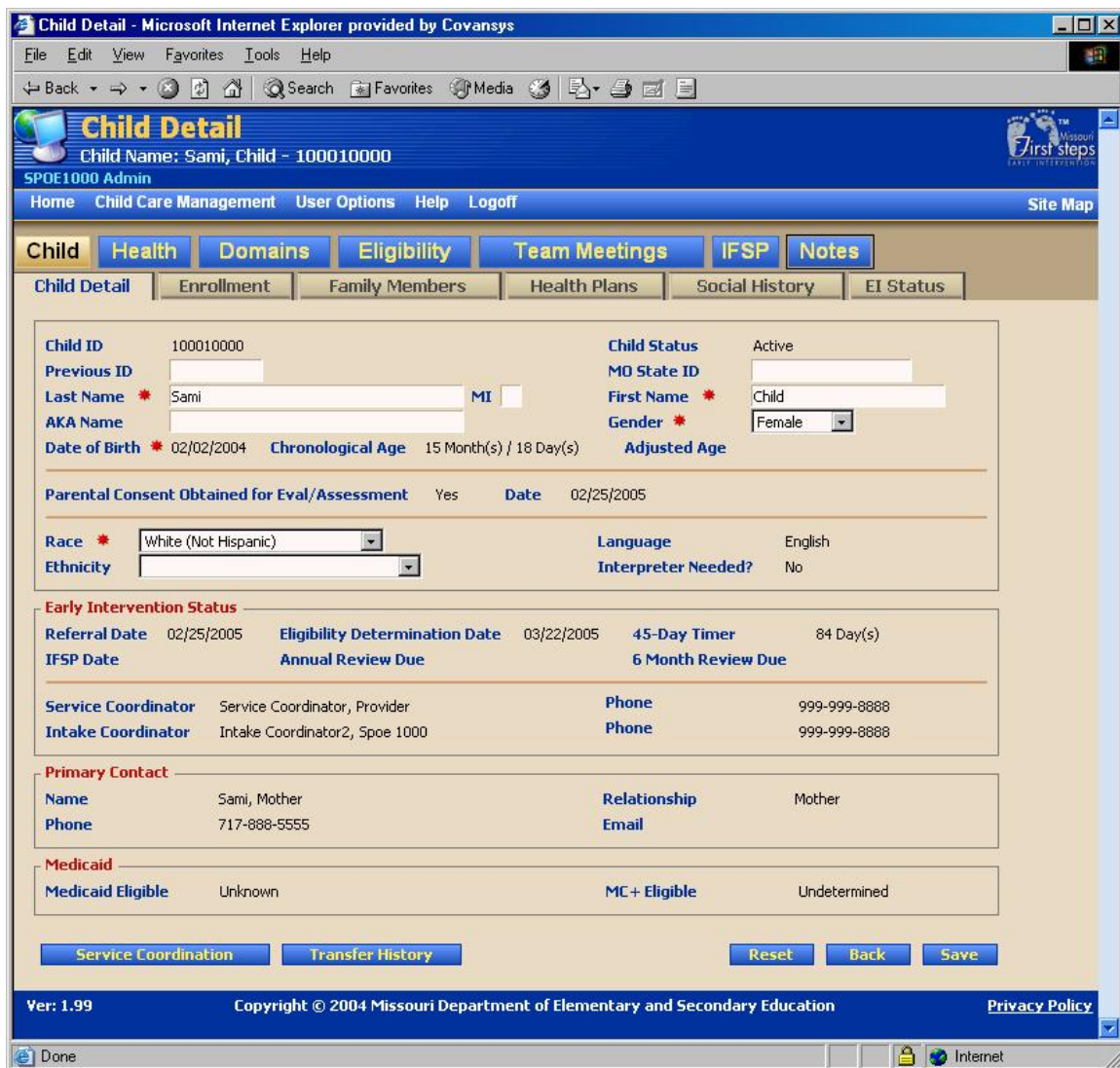
View the Provider Progress Notes List

Use this exercise to view a list of Provider Progress Notes for a specific child.

 **Note:** This task can only be performed by the authorized Service Provider.

Complete the following steps to finish this exercise:

1. On the [Child List](#) page, click the  icon in the **Detail** column for a specific child record. The [Child Detail](#) page displays.



Child Detail - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print

Child Detail
Child Name: Sami, Child - 100010000
SPOE1000 Admin

Home Child Care Management User Options Help Logout Site Map

Child Health Domains Eligibility Team Meetings IFSP Notes

Child Detail Enrollment Family Members Health Plans Social History EI Status

Child ID: 100010000 Child Status: Active
Previous ID: MO State ID:
Last Name: Sami MI: ☐ First Name: Child
AKA Name: Gender: Female
Date of Birth: 02/02/2004 Chronological Age: 15 Month(s) / 18 Day(s) Adjusted Age:

Parental Consent Obtained for Eval/Assessment: Yes Date: 02/25/2005

Race: White (Not Hispanic) Language: English
Ethnicity: Interpreter Needed?: No

Early Intervention Status

Referral Date: 02/25/2005 Eligibility Determination Date: 03/22/2005 45-Day Timer: 84 Day(s)
IFSP Date: Annual Review Due: 6 Month Review Due:

Service Coordinator: Service Coordinator, Provider Phone: 999-999-8888
Intake Coordinator: Intake Coordinator2, Spoe 1000 Phone: 999-999-8888

Primary Contact

Name: Sami, Mother Relationship: Mother
Phone: 717-888-5555 Email:

Medicaid

Medicaid Eligible: Unknown MC+ Eligible: Undetermined

Service Coordination Transfer History Reset Back Save

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Done Internet

2. Click the **Notes** tab. The [Case Notes](#) page displays.

View Case Notes - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Case Notes
Child Name: Sami, Child - 100010000
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Eligibility Team Meetings IFSP Notes

Case Notes Provider Progress Notes Compliance Notes E-Access

Case Notes

Detail	Case Notes	Date	Follow-Up Required	Notes Date	Follow-Up Exist
	Case Note 2	07/05/2005	No		
	dfdsfdfsdf	05/12/2005	No		
	Case Note 1	04/06/2005	No		
	Case Note 1	04/01/2005	Yes	04/01/2005	
	Case Note 1	03/30/2005	Yes	04/06/2005	

1 5 records

Print Add Case Note Back

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Done Internet

- Click the **Provider Progress Notes** tab. The [Provider Progress Notes](#) page displays.

Case Notes Provider Progress Notes Compliance Notes E-Access

Provider Progress Notes

Add Provider Progress Note Back


- View the list of Provider Progress Notes that display in the **Provider Progress Notes** table.

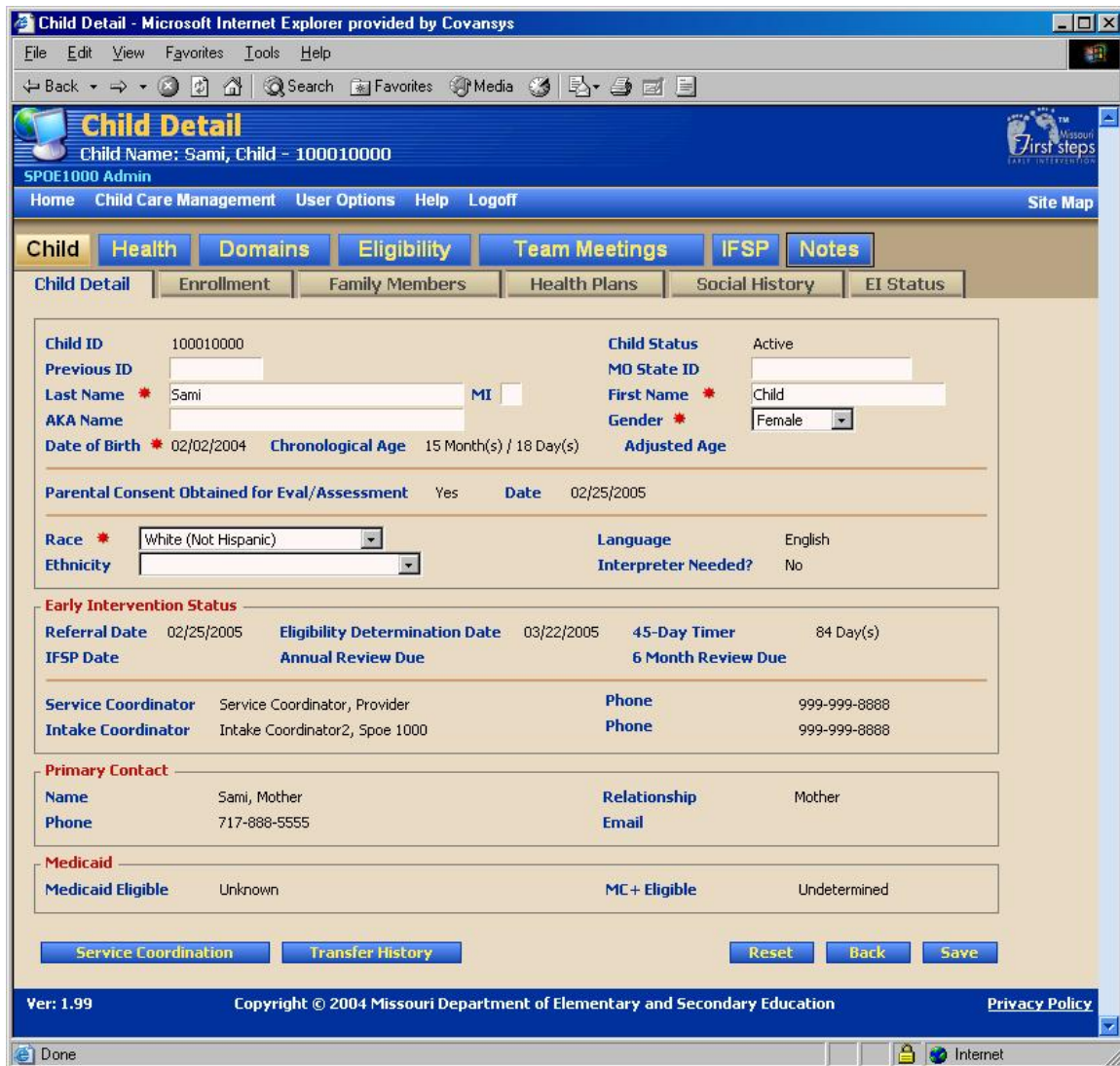
Tip: You can click the icon in the **Detail** column to view detailed provider progress note information. The [Review Progress Notes](#) page displays when clicked.

Add a Provider Progress Note

Use this exercise to create a new Provider Progress Note for a specific child.

Complete the following steps to finish this exercise:

1. On the [Child List](#) page, click the  icon in the **Detail** column for a specific child record. The [Child Detail](#) page displays.



2. Click the **Notes** tab. The [Case Notes](#) page displays.

View Case Notes - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Case Notes
Child Name: Sami, Child - 100010000
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Eligibility Team Meetings IFSP Notes

Case Notes Provider Progress Notes Compliance Notes E-Access

Case Notes

Detail	Case Notes	Date	Follow-Up Required	Notes Date	Follow-Up Exist
	Case Note 2	07/05/2005	No		
	dfdsfdfsdf	05/12/2005	No		
	Case Note 1	04/06/2005	No		
	Case Note 1	04/01/2005	Yes	04/01/2005	
	Case Note 1	03/30/2005	Yes	04/06/2005	

1 5 records

Print Add Case Note Back

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Done Internet

- Click the **Provider Progress Notes** tab. The [Provider Progress Notes](#) page displays.

Case Notes Provider Progress Notes Compliance Notes E-Access

Provider Progress Notes


Add Provider Progress Note

Back

- Click **Add Provider Progress Note**. The [Add Progress Note](#) page displays.

Case Notes	Provider Progress Notes	Compliance Notes	E-Access
------------	--------------------------------	------------------	----------

Outcome List

Note Effective Date  **Evaluation Scale**


Progress Summary

Family/Provider Comments
(Includes Family & Medical Changes)


5. Complete the following information to create the note:
 - Outcome List (select one or more of the active outcomes available for the IFSP period)
 - Note Effective Date
 - Evaluation Scale
 - Progress Summary
 - Family/Provider Comments
6. Click **Save**.

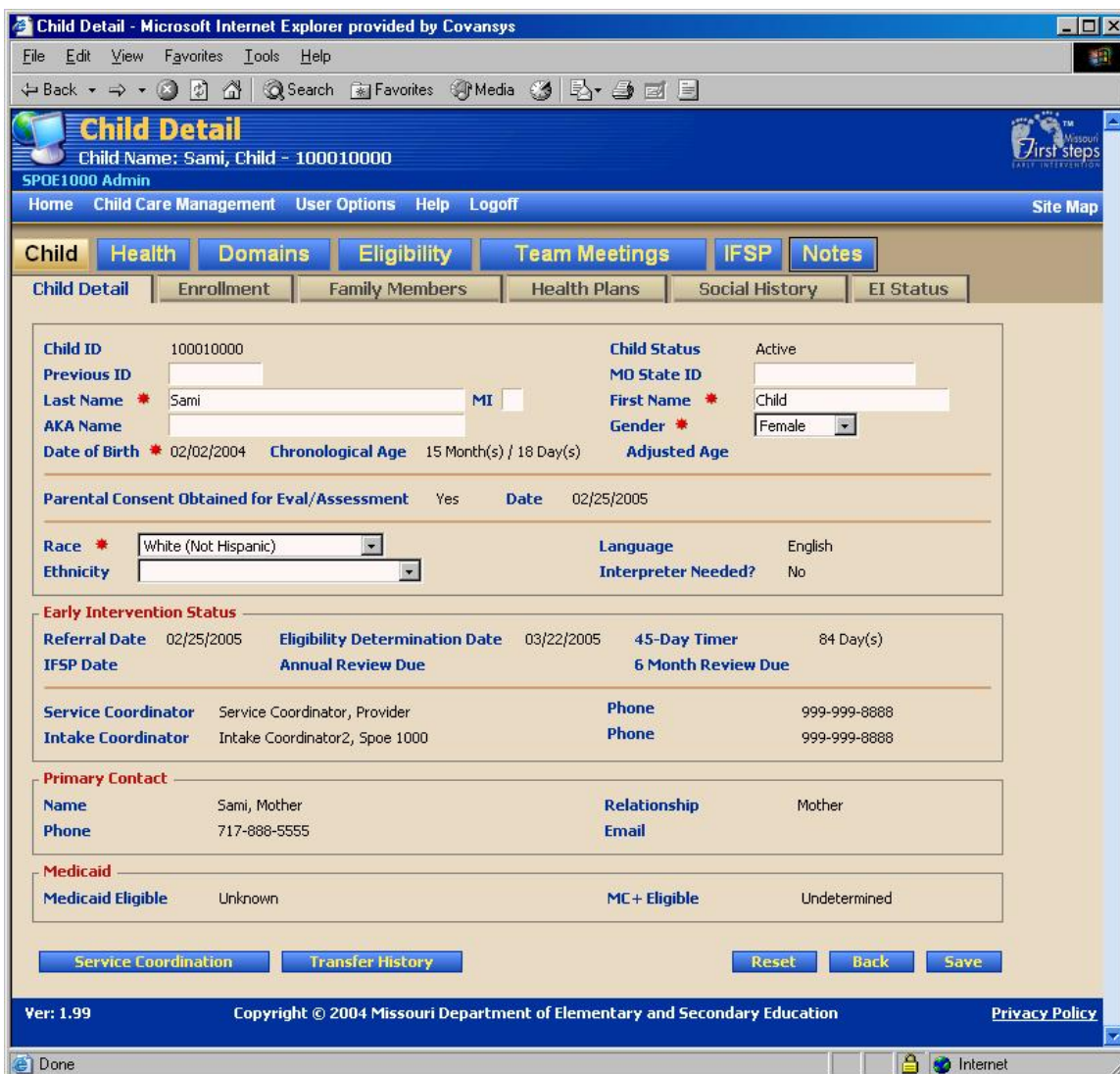
Indicate that a Specific Provider Progress Note has been Reviewed

Use this exercise to view the details of a provider progress note for a specific child and to indicate that the note has been reviewed.

 **Note:** This task can only be performed by the Assigned Service Coordinator (and by Case Administrators).

Complete the following steps to finish this exercise:

1. On the [Child List](#) page, click the  icon in the **Detail** column for a specific child record. The [Child Detail](#) page displays.



Child Detail - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print

Child Detail
Child Name: Sami, Child - 100010000
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Eligibility Team Meetings IFSP Notes

Child Detail Enrollment Family Members Health Plans Social History EI Status

Child ID: 100010000
Previous ID:
Last Name: * Sami MI
AKA Name:
Date of Birth: * 02/02/2004 Chronological Age: 15 Month(s) / 18 Day(s) Adjusted Age:
Child Status: Active
MO State ID:
First Name: * Child
Gender: * Female

Parental Consent Obtained for Eval/Assessment: Yes Date: 02/25/2005

Race: * White (Not Hispanic) Language: English
Ethnicity: Interpreter Needed?: No

Early Intervention Status

Referral Date: 02/25/2005 Eligibility Determination Date: 03/22/2005 45-Day Timer: 84 Day(s)
IFSP Date: Annual Review Due: 6 Month Review Due

Service Coordinator: Service Coordinator, Provider Phone: 999-999-8888
Intake Coordinator: Intake Coordinator2, Spoe 1000 Phone: 999-999-8888

Primary Contact

Name: Sami, Mother Relationship: Mother
Phone: 717-888-5555 Email:

Medicaid

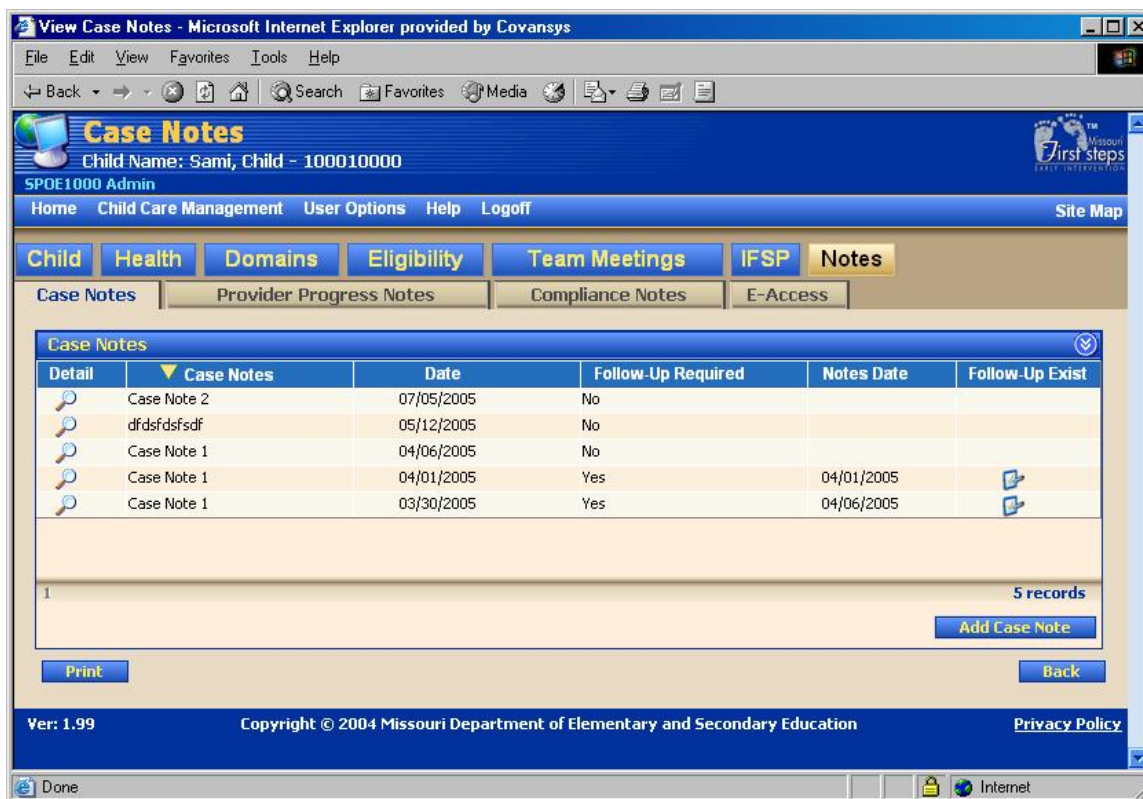
Medicaid Eligible: Unknown MC + Eligible: Undetermined

Service Coordination Transfer History Reset Back Save


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Done Internet

2. Click the **Notes** tab. The [Case Notes](#) page displays.




3. Click the **Provider Progress Notes** tab. The [Provider Progress Notes](#) page displays.

4. In the **Provider Progress Notes** table, click the  icon in the **Detail** column for a specific provider progress note. The [Review Progress Notes](#) page displays.

Progress Towards Outcome(s)
Note Effective Date
Evaluation Scale
Progress Summary
Family/Provider Comments
(Includes Family & Medical Changes)

Reviewed Date 


Reset **Close** **Save**

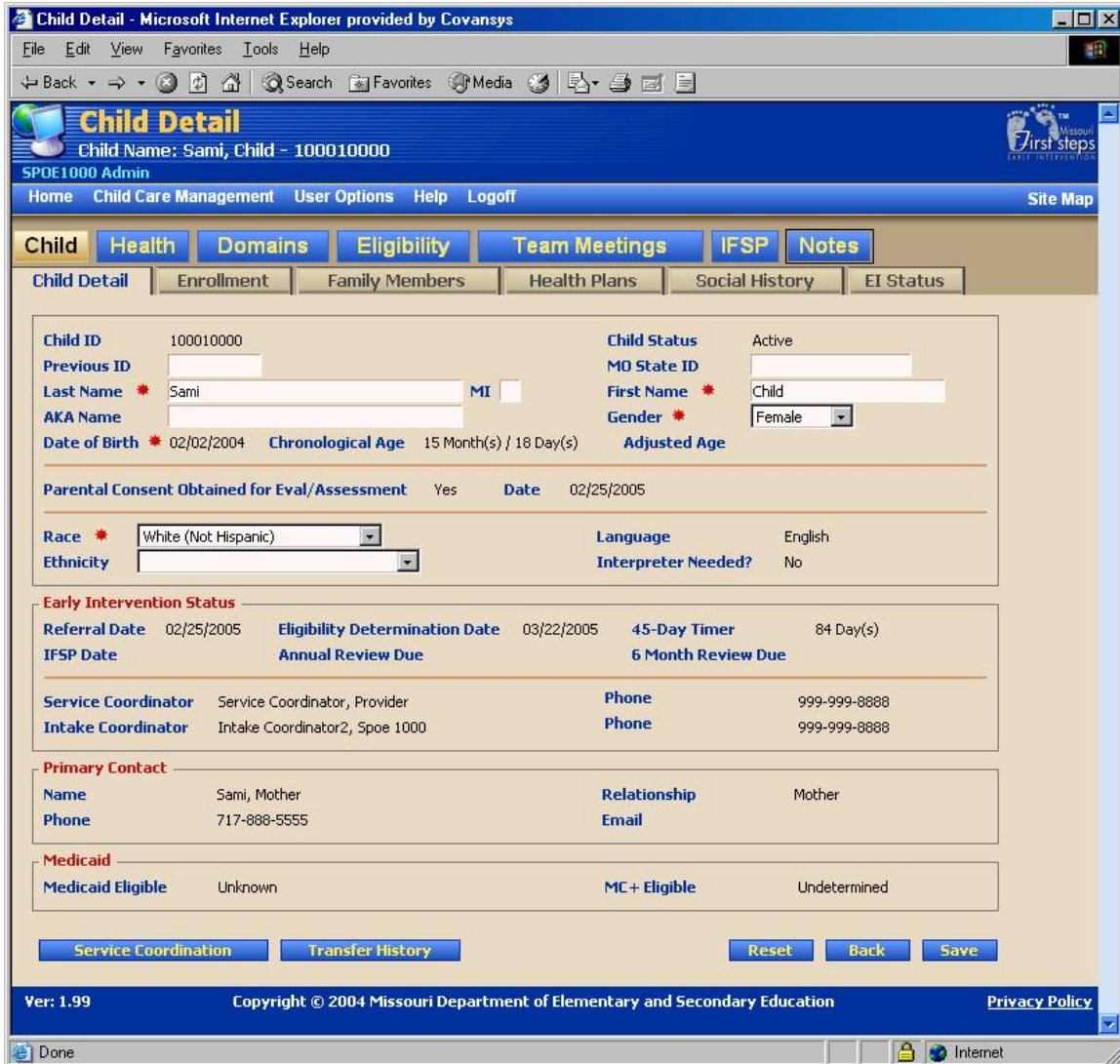
5. Enter the **Reviewed Date**. You can click the  icon to select a date from a calendar.
6. Click **Save**.

View the Compliance Notes List

Use this exercise to view a list of compliance notes for a specific child.

Complete the following steps to finish this exercise:

1. On the [Child List](#) page, click the  icon in the **Detail** column for a specific child record. The [Child Detail](#) page displays.



Child Detail
Child Name: Sami, Child - 100010000
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Eligibility Team Meetings IFSP Notes

Child Detail Enrollment Family Members Health Plans Social History EI Status

Child ID: 100010000 Child Status: Active
Previous ID: MO State ID:
Last Name: Sami MI: ☐ First Name: Child
AKA Name: Gender: Female
Date of Birth: 02/02/2004 Chronological Age: 15 Month(s) / 18 Day(s) Adjusted Age:

Parental Consent Obtained for Eval/Assessment: Yes Date: 02/25/2005

Race: White (Not Hispanic) Language: English
Ethnicity: Interpreter Needed?: No

Early Intervention Status

Referral Date	02/25/2005	Eligibility Determination Date	03/22/2005	45-Day Timer	84 Day(s)
IFSP Date		Annual Review Due		6 Month Review Due	

Service Coordinator: Service Coordinator, Provider Phone: 999-999-8888
Intake Coordinator: Intake Coordinator2, Spoe 1000 Phone: 999-999-8888

Primary Contact

Name	Sami, Mother	Relationship	Mother
Phone	717-888-5555	Email	

Medicaid

Medicaid Eligible	Unknown	MC+ Eligible	Undetermined
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Service Coordination Transfer History Reset Back Save

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2. Click the **Notes** tab. The [Case Notes](#) page displays.

View Case Notes - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print

Case Notes
Child Name: Sami, Child - 100010000
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Eligibility Team Meetings IFSP Notes

Case Notes Provider Progress Notes Compliance Notes E-Access

Case Notes

Detail	Case Notes	Date	Follow-Up Required	Notes Date	Follow-Up Exist
	Case Note 2	07/05/2005	No		
	dfdsfdfsdf	05/12/2005	No		
	Case Note 1	04/06/2005	No		
	Case Note 1	04/01/2005	Yes	04/01/2005	
	Case Note 1	03/30/2005	Yes	04/06/2005	

1 5 records

[Add Case Note](#)

[Print](#) [Back](#)

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Done Internet

3. Click the **Compliance Notes** tab. The [Compliance Notes](#) page displays.

Compliance Notes List - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print

Compliance List
Child Name: Sami, Child - 100010000
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Eligibility Team Meetings IFSP Notes

Case Notes Provider Progress Notes Compliance Notes E-Access

Compliance Notes

Detail	Notes Type	Notes Date	Notes Text
	Exceeded 45 Days Referral to IFSP	03/30/2005	jggtiu

1 1 records



[Add Compliance Notes](#)

[Back](#)

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Done Internet


4. View the list of compliance notes that display in the **Compliance Notes** table.

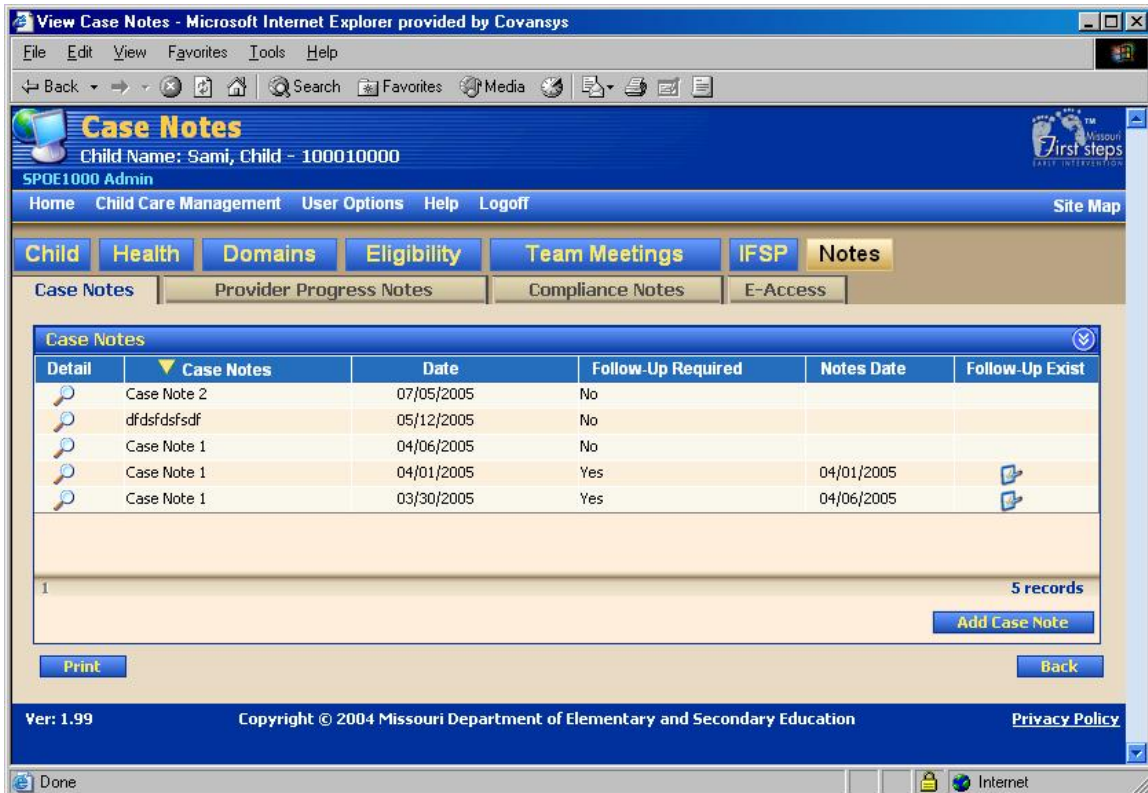
 **Tip:** You can click the  icon in the **Detail** column to view detailed compliance note information. The [Add Compliance Note](#) page displays when clicked.

Add a Compliance Note

Use this exercise to create a new compliance note for a specific child.

Complete the following steps to finish this exercise:

1. On the [Child List](#) page, click the  icon in the **Detail** column for a specific child record. The [Child Detail](#) page displays.
2. Click the **Notes** tab. The [Case Notes](#) page displays.



View Case Notes - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Search Favorites Media








Case Notes
Child Name: Sami, Child - 100010000
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Eligibility Team Meetings IFSP **Notes**

Case Notes Provider Progress Notes Compliance Notes E-Access

Case Notes

Detail	Case Notes	Date	Follow-Up Required	Notes Date	Follow-Up Exist
	Case Note 2	07/05/2005	No		
	dfdsfdfsdf	05/12/2005	No		
	Case Note 1	04/06/2005	No		
	Case Note 1	04/01/2005	Yes	04/01/2005	
	Case Note 1	03/30/2005	Yes	04/06/2005	

1 5 records

Print Add Case Note Back

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Done Internet

3. Click the **Compliance Notes** tab. The [Compliance Notes](#) page displays.

Compliance Notes List - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail

Compliance List
Child Name: Sami, Child - 100010000
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Eligibility Team Meetings IFSP Notes

Case Notes Provider Progress Notes Compliance Notes E-Access

Compliance Notes

Detail	Notes Type	Notes Date	Notes Text
	Exceeded 45 Days Referral to IFSP	03/30/2005	jggtiu

1 records

[Add Compliance Notes](#)

[Back](#)

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Done Internet

4. Click **Add Compliance Note**. The [Add Compliance Note](#) page displays.

Compliance Detail - Microsoft Internet Explorer provided by Covansys

Note Date *

Compliance Note Type * Exceeded 45 Days Referral to IFSP

45-Day Reason *

Compliance Note *

[Reset](#) [Close](#) [Save](#)

5. Complete the following information to create the note:


- Note Date
- Compliance Note Type
- 45-Day Reason (as applicable)
- Compliance Note

6. Click **Save**.

View E-Access Log Reports

Use this exercise to view log reports summarizing electronic access to the application.

Complete the following steps to finish this exercise:

1. On the [Child List](#) page, click the  icon in the **Detail** column for a specific child record. The [Child Detail](#) page displays.

Child Detail
Child Name: Sami, Child - 100010000
SPOE1000 Admin

Home Child Care Management User Options Help Logoff Site Map

Child Health Domains Eligibility Team Meetings IFSP Notes

Child Detail Enrollment Family Members Health Plans Social History EI Status

Child ID: 100010000
Previous ID:
Last Name: Sami MI ☐
AKA Name:
Date of Birth: 02/02/2004 Chronological Age: 15 Month(s) / 18 Day(s) Adjusted Age:
Child Status: Active
MO State ID:
First Name: Child
Gender: Female
Parental Consent Obtained for Eval/Assessment: Yes Date: 02/25/2005
Race: White (Not Hispanic) Language: English
Ethnicity: Interpreter Needed?: No

Early Intervention Status
Referral Date: 02/25/2005 Eligibility Determination Date: 03/22/2005 45-Day Timer: 84 Day(s)
IFSP Date: Annual Review Due: 6 Month Review Due

Service Coordinator: Service Coordinator, Provider Phone: 999-999-8888
Intake Coordinator: Intake Coordinator2, Spoe 1000 Phone: 999-999-8888

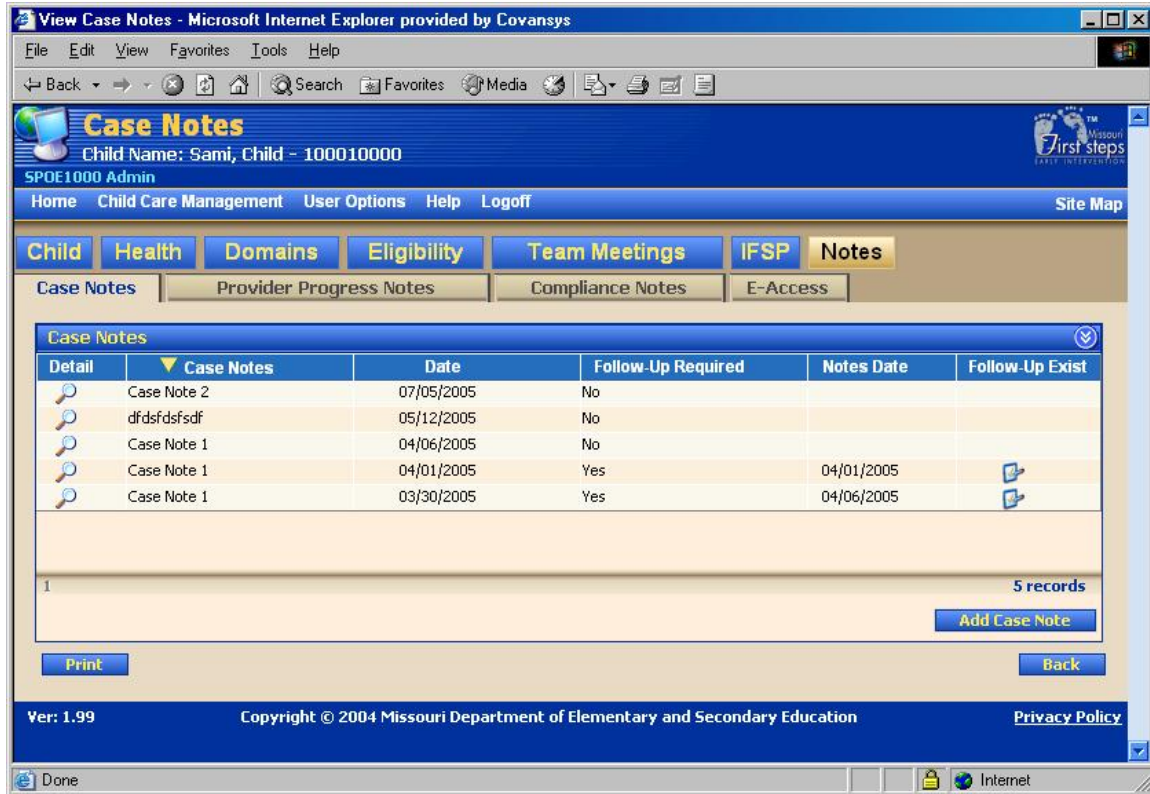
Primary Contact
Name: Sami, Mother Relationship: Mother
Phone: 717-888-5555 Email:

Medicaid
Medicaid Eligible: Unknown MC+ Eligible: Undetermined

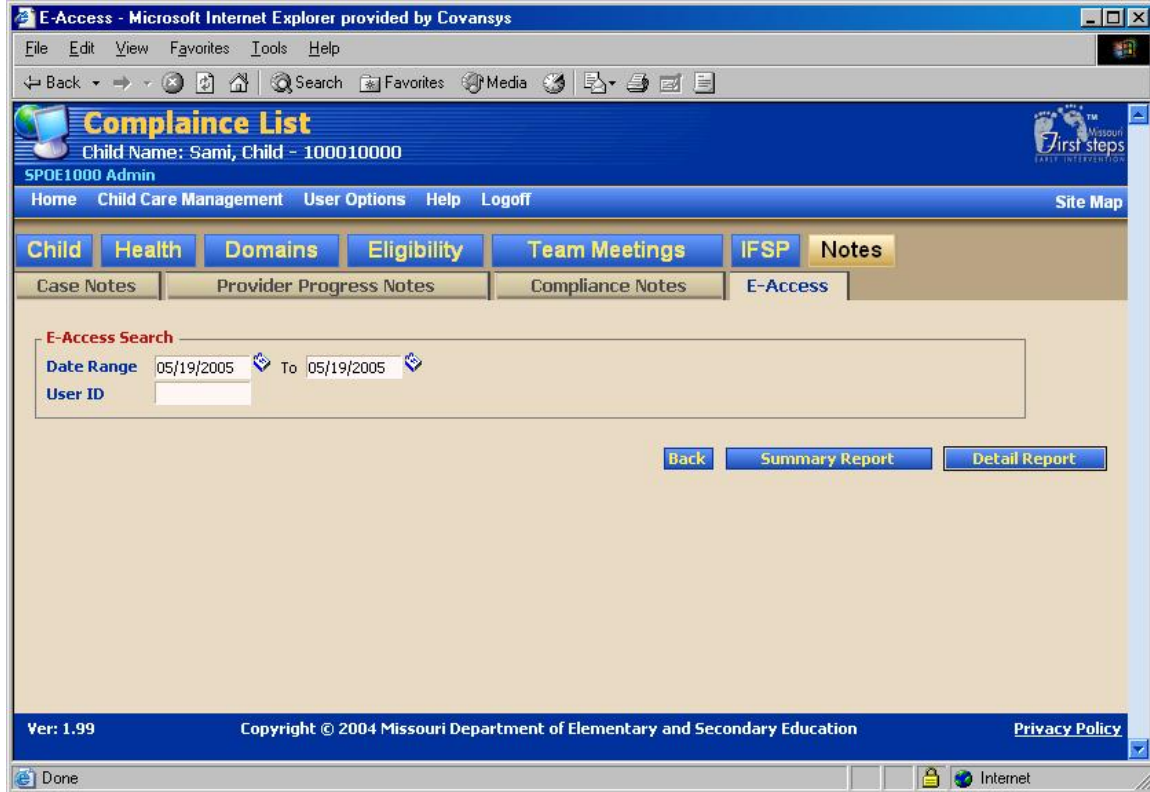
Service Coordination Transfer History Reset Back Save



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2. Click the **Notes** tab. The [Case Notes](#) page displays.



3. Click the **E-Access** tab. The [E-Access](#) page displays.



4. Enter or select the starting date for the log report in **Date Range**. The default is today's date. You can click the  icon to select a date from a calendar.
5. Enter or select the ending date for the log report in **To**. The default is today's date. You can click the  icon to select a date from a calendar. The date range entered should not exceed 6 months.
6. To further filter the scope of the report, enter a **User ID**.
7. Click **Summary Report** to view a brief summary report based on the filter criteria specified in a printer-friendly page, or click **Detail Report** to view a detailed report based on the filter criteria specified in a printer-friendly page (examples displayed below).

Electronic Access Log Report - Microsoft Internet Explorer provided by Covansys

File Edit View Favorites Tools Help

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Address Links >>

E-Access Summary Report

User Name	User ID	Access Date	Page Access	Child Name/ID	Hit Count
Central Finance Office	CFO	06/03/2005	ChildDetail.aspx	Child Allen / 100010017	1
Central Finance Office	CFO	06/03/2005	IFSPMeetingHistory.aspx	Child Allen / 100010017	1
Service Coord 1	servicecoord1	06/03/2005	ChildDetail.aspx	Child Allen / 100010017	5
Service Coord 1	servicecoord1	06/03/2005	ChildStatus.aspx	Child Allen / 100010017	1
Service Coord 1	servicecoord1	06/03/2005	EligibilityDetermination.aspx	Child Allen / 100010017	1
Service Coord 1	servicecoord1	06/03/2005	EnrollmentDetail.aspx	Child Allen / 100010017	2
Service Coord 1	servicecoord1	06/03/2005	EnrollmentList.aspx	Child Allen / 100010017	2
Service Coord 1	servicecoord1	06/03/2005	IFSPMeetingHistory.aspx	Child Allen / 100010017	5
SPOE1000 Admin	spoe1000admin	06/03/2005	AddAuthOutcome.aspx	Child Allen / 100010017	7
SPOE1000 Admin	spoe1000admin	06/03/2005	CaseNotes.aspx	Child Allen / 100010017	2
SPOE1000 Admin	spoe1000admin	06/03/2005	ChildDetail.aspx	Child Allen / 100010017	14
SPOE1000 Admin	spoe1000admin	06/03/2005	ChildStatus.aspx	Child Allen / 100010017	1
SPOE1000 Admin	spoe1000admin	06/03/2005	EAccess.aspx	Child Allen / 100010017	2
SPOE1000 Admin	spoe1000admin	06/03/2005	EAccessReports.aspx	Child Allen / 100010017	1
SPOE1000 Admin	spoe1000admin	06/03/2005	EditAuthorization.aspx	Child Allen / 100010017	9
SPOE1000 Admin	spoe1000admin	06/03/2005	IFSPAddStrategyActivity.aspx	Child Allen / 100010017	4

Done Local intranet

Electronic Access Log Report - Microsoft Internet Explorer provided by Covansys

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E-Access Detail Report

User Name	User ID	Access Date/Time	Page Access	Child Name/ID
SPOE1000 Admin	spoe1000admin	05/19/2005 12:00:00	AddCaseNotes.aspx	Child Sami / 100010000
SPOE1000 Admin	spoe1000admin	05/19/2005 12:00:00	CaseNotes.aspx	Child Sami / 100010000
SPOE1000 Admin	spoe1000admin	05/19/2005 12:00:00	ChildDetail.aspx	Child Sami / 100010000
SPOE1000 Admin	spoe1000admin	05/19/2005 12:00:00	ComplianceDetail.aspx	Child Sami / 100010000
SPOE1000 Admin	spoe1000admin	05/19/2005 12:00:00	ComplianceList.aspx	Child Sami / 100010000
SPOE1000 Admin	spoe1000admin	05/19/2005 12:00:00	DomainAssessmentDetail.aspx	Child Sami / 100010000
SPOE1000 Admin	spoe1000admin	05/19/2005 12:00:00	DomainSummary.aspx	Child Sami / 100010000
SPOE1000 Admin	spoe1000admin	05/19/2005 12:00:00	EAccess.aspx	Child Sami / 100010000
SPOE1000 Admin	spoe1000admin	05/19/2005 12:00:00	EAccessReports.aspx	Child Sami / 100010000
SPOE1000 Admin	spoe1000admin	05/19/2005 12:00:00	FamilyMemberList.aspx	Child Sami / 100010000
SPOE1000 Admin	spoe1000admin	05/19/2005 12:00:00	IFSPDomainSummary.aspx	Child Sami / 100010000
SPOE1000 Admin	spoe1000admin	05/19/2005 12:00:00	IFSPFamilyAssessment.aspx	Child Sami / 100010000
SPOE1000 Admin	spoe1000admin	05/19/2005 12:00:00	IFSPMeetingHistory.aspx	Child Sami / 100010000
SPOE1000 Admin	spoe1000admin	05/19/2005 12:00:00	IFSPTeamSummary.aspx	Child Sami / 100010000
SPOE1000 Admin	spoe1000admin	05/19/2005 12:00:00	PrintCaseNotes.aspx	Child Sami / 100010000
SPOE1000 Admin	spoe1000admin	05/19/2005 12:00:00	ProviderProgressNotes.aspx	Child Sami / 100010000
SPOE1000 Admin	spoe1000admin	05/19/2005 12:00:00	ViewAuthDetail.aspx	Child Sami / 100010000
SPOE1000 Admin	spoe1000admin	05/19/2005 12:00:00	ViewCaseNotes.aspx	Child Sami / 100010000

